

EMPLOYEE GRIEVANCE PROCEDURE

THE CITY OF STARKVILLE, MISSISSIPPI

It is the intent of the City of Starkville, through this process, to extend to each aggrieved employee the right to a hearing. It is the policy of the City that discrimination or retaliation against employees who file grievances shall not be tolerated and shall be considered to be in violation of the personnel rules of the City. The City of Starkville, Mississippi, does not discriminate upon the basis of race, color, national origin, religion, sex, age, handicap, or disability.

In order to maintain harmony and to assure all employees fair treatment under this procedure and under the personnel rules and regulations of the City of Starkville, employee grievances concerning wages, hours of work, terminations, promotions, discharges, discrimination, and other working conditions shall be heard and resolved in the following manner:

STEP 1. Statement of Grievance: (What is the action or situation about which you have a problem or complaint?) Be specific; give full names, dates, location, and all other pertinent information.

See Attached →

Date: _____ Signature: _____

AGGRIEVED EMPLOYEE

RECEIPT IN ABSENT OF CITY CLERK		
RECEIVED BY	DATE	TIME

STEP II. Discussion of Grievance with your Supervisor: Discuss the grievance with your immediate supervisor within three (3) working days after the occurrence of the cause of the grievance and attempt to resolve the matter. Your supervisor shall respond within two (2) working days after the receipt of your grievance. (If your grievance results from an action taken by your Department Head, this step is not applicable.)

Department: _____

Name of Your Immediate Supervisor: _____

Date of Meeting with your Supervisor: _____

Immediate Supervisor's Answer: _____

Date: _____ Signature: _____

IMMEDIATE SUPERVISOR

STEP III. Discussion of Grievance with your Department Head: If you are not satisfied with your supervisor's answer or if your supervisor does not answer you within two (2) working days, present the grievance to your Department Head within three (3) working days after the supervisor's answer was received or due and attempt to resolve the matter. Your Department shall respond within three (3) working days.

Department: _____

Name of Your Immediate Supervisor: _____

Date of Meeting with your Supervisor: _____

Immediate Supervisor's Answer: _____

Date: _____ Signature: _____

DEPARTMENT HEAD

STEP IV. Discussion of Grievance with Personnel Officer: If you are not satisfied with your Department Head’s answer or your Department Head does not answer within the specified time, you may appeal the Department Head’s answer by submitting this form to the Personnel Officer, or his designated representative, within three (3) working days after the Department Head’s answer was received or due. The Personnel Officer, or his designated representative, shall, within three (3) working days, give you an answer in writing.

Personnel Officer’s Answer:

Horizontal lines for writing the Personnel Officer's Answer.

Date: _____

Signature: _____

PERSONNEL OFFICER

STEP V. Petition Mayor and Board of Alderman to Hear Grievance: If you are not satisfied with the Personnel Officer's answer or the Personnel Officer does not answer within three (3) working days, you may file a copy of the grievance with the City Clerk within three (3) working days after the Personnel Officer's answer was received or due. The City Clerk shall then place the grievance on the agenda of the Board of Aldermen. The Board shall act on the grievance at its next regular scheduled meeting if it is filed prior to the printing of the agenda or within three (3) working days prior to the meeting, whichever is latest. The aggrieved employee shall be notified by the City Clerk when and where the Board will meet so that the employee, if he/she desires may attend the meeting. If the employee so wishes, representation by someone other than the employee shall be allowed. The aggrieved employee shall be paid for the time off attending the Board meeting if it is held during working hours, unless the employee had been terminated or suspended without pay.

The City Clerk shall, within three (3) working days after the Board Meeting, give the employee the answer of the Board in writing and shall file a copy of the answer with the Personnel Officer. The decision of the Board of Aldermen shall be final and binding on all parties concerned, provided, however, that as to grievances based on alleged discrimination, the aggrieved person shall be advised of his rights to prosecute his claim with the Equal Employment Opportunity Commission (EEOC).

Decision of the Mayor and Board of Alderman: _____

Date: _____ Signature: _____

CITY CLERK

IF THE GRIEVANCE IS DECIDED IN YOUR FAVOR AT ANY TIME OF THE ADMINISTRATIVE LEVELS SET OUT ABOVE, THE DECISION SHALL BE RETROACTIVE TO THE DATE OF THE ACTION WHICH CAUSED THE GRIEVANCE. THE CITY OR THE AGGRIEVED EMPLOYEE HAS THE RIGHT TO AT LEAST ONE (1) POSTPONEMENT OF A GRIEVANCE HEARING.