

TO: Mayor and City Council
FROM: David Chanski, City Administrator/Clerk
RE: Personnel Committee Discussion
DATE: February 5, 2024



Background

The City Council chose to formally dissolve council committees and committee liaisons as part of the 2024 organizational resolution process. Following the January 2 meeting, however, Councilmember Jensen brought a concern to City Administrator Chanski regarding the impact not having a personnel committee may have on employment issues. Specifically, the grievance procedure as outlined in Chapter 27 of the Personnel Policy.

Grievance Procedure

The Personnel Policy outlines a procedure by which employees may formally raise disputes. The first step in the process is for the employee to bring the dispute formally before their immediate supervisor or the City Administrator. If the employee is not satisfied by the response from their supervisor or the City Administrator, then the employee may escalate the dispute to the personnel committee (now dissolved). If the employee is not satisfied by the personnel committee's response, it may then be escalated to the City Council as a whole, who will make an ultimate decision.

With the dissolution of the personnel committee, the second step in the grievance procedure cannot happen.

Potential Remedies

One of City Administrator Chanski's goals for 2024 has been to rewrite the Personnel Policy to ensure that it is in compliance with statute, generally accepted HR procedures, and recent changes to the City's salary plan. Chapter 27 is a section that would get rewritten to address the dissolution of the personnel committee. However, it will likely be some months before a draft of a new personnel policy is completed.

In the meantime, there are a few options to remedy this discrepancy if a grievance arises that cannot be addressed by the City Administrator:

- A) Simply skip Step 2 in the grievance procedure and allow the employee to go straight from the City Administrator to the full City Council.
- B) Reestablish a personnel committee strictly for the purpose of hearing grievances.

- C) Amend the language in the Personnel Policy to state something other than “personnel committee” in Step 2 (example: mayor or any two councilmembers).
- D) Wait for Personnel Policy to be rewritten and address the situation if one should arise beforehand.

Council Action

Staff is looking for direction as to how the City Council would like to address this grievance procedure discrepancy.