

**CITY OF STEVENSON
RESOLUTION NO. 2018-310
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE GRIEVANCE PROCEDURE**

WHEREAS, the City of Stevenson adopted a grievance procedure by council action on September 15, 1995 and was updated by council on August 20, 2009; and

WHEREAS, the City wishes to revised its grievance procedure.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson repeals the prior grievance procedure and adopts the following revised grievance procedure;

1. Complaints shall be submitted in writing to the City Administrator for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
2. If the complaint cannot be resolved to the complainant's satisfaction by the City Administrator, the complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this _____ day of _____, 2018.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson