



Office of the Town Manager
Frank Cassidy

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STAFF REPORT

Council Meeting Date:	December 10 th , 2024.
Agenda Title:	Grievance Procedure Policy Update
Requested Action:	Chapter 14: Grievance Procedures Policy Revision Request
Department / Agency Lead:	Human Capital
Staff Lead:	Kasey Braun, Director of Human Capital

EXECUTIVE SUMMARY

The Town of Warrenton Human Capital Department maintains a Personnel Policies Manual that outlines the expectations of Town employees that are governed by Town Council, Town Manager, and/or local/state/federal regulations. The Personnel Policy Manual is reviewed for current applications for legal compliance and are within the best practices set by the Town Council and Town Manager.

Upon further review of the Personnel Policies Manual, the Director of Human Capital and the Town Attorney's legal team have identified the need to update *Chapter 14: Grievance Procedures* policy that aligns with current legal best practices and introduces a general organization update that better aligns to Virginia Code § 15.2-1507. Additionally, to ensure the proper safeguards are in place for the employee and the Town during a grievance process, the revised policy also recommends removals, omissions, and/or additions to the current policy that better simplify the grievance process as well as bring forth a more efficient and legally sound resolution process.

This agenda item is information at this time to bring awareness to the potential updates of the policies that will be recommended by the Human Capital Department. Updates suggested will be purely administrative to align with current legal guidance and updates in employment law from the November 2019 revision. Furthermore, the Human Capital Director will be reviewing the entire Personnel Policies Manual and will work with Senior Leadership, Town Manager, and Town Legal Team to provide the Town Council with a suggested personnel policies revision; a draft is anticipated in FY26.

BACKGROUND

The purpose of the Town of Warrenton Grievance Procedure is to afford an immediate and impartial method for the resolution of disputes which may arise between the Town government and Town employees. -Town of Warrenton Personnel Policies Manual

The grievance procedures are standard practice in municipal governance allowing the employees an opportunity to voice concerns and address issues as defined within the policy that are outside of the standard scope of organizational norms.

STAFF RECOMMENDATION

Staff recommends the Council review and approval of the proposed changes to Chapter 14: Grievance Procedures policy.

Service Level/Collaborative Impact

Grievance Policies are standard practice in municipal governance allowing the employees an opportunity to voice concerns and address issues as defined within the policy that are outside of the standard scope of organizational norms.

If approved, Sands Anderson will assist with preparing and filing a copy of the grievance procedures with the Courts as approved.

Policy Direction/Warrenton Plan 2040

The grievance procedure enables effective governance and aligns to the overall Town Council strategic initiatives of resilience in the workforce.

Fiscal Impact

There is no additional fee at this time. Should a fee be incurred for filing, the legal budget does have the funding to accommodate this fee.

Legal Impact

At this time this has been vetted by the Town Attorney and his legal team.

ATTACHMENTS

1. Sands Anderson memo: Chapter 14: Grievance Procedures policy
2. TM approval of proposed revision
3. Chapter 14: Grievance Procedures policy revision