



City of Medford Administrative Regulation

Regulation No. 94-4

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Subject Area Personnel

Date of Issue May 3, 1994

Supersedes Regulation No. 85-5

Title Equal Employment Opportunity Grievance Procedure

I. PURPOSE

The purpose of this grievance procedure is to provide a method for prompt and equitable resolution of complaints from employees alleging any discrimination by the City in employment because of race, color, religion, sex, age, marital status, national origin, or mental or physical disability, unless such discrimination is covered under the Americans with Disabilities Act. If an employee is alleging discrimination under the ADA, then the employee shall use the procedures and form required by AR 93-3.

II. AUTHORITY

The City Manager as stated in the Affirmative Action Plan.

III. USE OF PROCEDURE

This procedure applies to all Executive, Supervisory, Confidential, and Professional employees and those employees not covered by a labor agreement.

IV. EEO OFFICER

Employees are encouraged to informally seek the advice and counsel of the Personnel Director, who is also the Equal Opportunity/Affirmative Action Officer, when they suspect they have been treated in a discriminatory manner. The Personnel Director will make the final determination whether a discrimination grievance shall be resolved per this procedure or AR 93-3.

V. GRIEVANCE DEFINED

A grievance shall mean a claim by an employee that discrimination in employment has occurred. For the purposes of this procedure, "immediate supervisor" is an employee who has direct administrative or supervisory responsibilities over the grievant. "Days," as used in this procedure, shall be calendar days.

Step 1. Immediate Supervisor.

The grievant shall discuss the grievance first with his/her immediate supervisor with the objective of resolving the grievance. This discussion shall occur within fifteen (15) days after the grievant becomes aware or should reasonably have been aware of the grievance. If the grievance has not been resolved within ten (10) days, the immediate supervisor shall meet with the grievant and discuss the grievance a second time. The immediate supervisor shall then render a written decision within ten (10) days.

Step 2. Department Head.

Within ten (10) days, if the grievant is not satisfied with the disposition of his/her grievance at Step 1, he/she shall file the written grievance with the Department Head. The Department Head shall render a written decision within ten (10) days after receiving the grievance.

Step 3. City Manager.

Within ten (10) days, if the grievant is not satisfied with the disposition of his/her grievance at Step 2, he/she shall file his/her appeal with the City Manager. The City Manager or the Manger's designate shall render a written decision within ten (10) days after receiving the grievance.

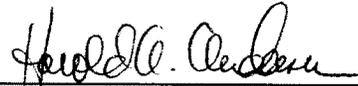
VI. APPEAL

If the grievant is not satisfied with the disposition of the grievance by the City Manager, he/she may appeal to the appropriate State or Federal Agency.

VII. RIGHTS OF COMPLAINANT

The right of a person to a prompt and equitable resolution of the grievance filed hereunder shall not be impaired by the person's pursuit of other remedies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of employees to meet appropriate due process standards and to assure that the City of Medford complies with the City's Equal Employment Opportunity Policy, as stated in the Affirmative Action Plan.



City Manager

5-3-94

Date