

RESOLUTION #2010-178

WHEREAS, Mayor Alan Hanks issued a memorandum to all city employees on February 11, 2009; and

WHEREAS, this memorandum clarified city employee's ability to discuss issues with elected officials; and

WHEREAS, this memorandum was emailed and mailed to all city employees, posted on the city website, and is included in the new employee orientation packet.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts Mayor Hanks' memo to city employees as city policy as included below:



**CITY OF RAPID CITY**  
**RAPID CITY, SOUTH DAKOTA 57701-2724**

*Office of the Mayor*

300 Sixth Street

605-394-4110

Fax: 605-394-6793

E-mail: [mayor@rcgov.org](mailto:mayor@rcgov.org)

**Memorandum to all city employees from Mayor Alan Hanks**

February 11, 2009

As Mayor I want to clarify city employee's ability to discuss issues with elected officials. If you have any questions, suggestions, or concerns, please contact me at CSAC at 394-4110.

**Issues of general public concern**

Any City employee may speak with the Mayor or an Alderman about issues of general public concern without restriction. Matters of general public concern include things like proposed ordinances or City wide policies. Employees have a constitutional right to discuss matters of general public concern with elected representatives. The City of Rapid City has long acknowledged an employee's right to discuss matters of public concern with elected officials. The Council adopted a resolution on December 2, 2002, clearly recognizing the employee's rights to speak to elected officials on matters of public concern. A copy of the resolution is attached to this memo for your reference. As further outlined in the Council's resolution of December 2, 2002, the City will not retaliate against an employee for speaking with an elected official about a matter of general public concern.

**Grievance process**

Employees should be aware that the City provides a grievance process for employees to bring concerns to management. Each collective bargaining agreement contains a grievance process as does the current Non-Union Employee Policy Manual and the proposed Non-Union Employee Information Guide. Employees should be aware that the time for filing a grievance is limited and that the right to bring a grievance can be lost if the process is not invoked in a timely manner. The City will not retaliate against an employee for filing a grievance.

**Employment related issues**

Employees are encouraged to address employment related issues with their direct supervisor or other supervisor in the usual chain of command. In the event an employee does not feel comfortable discussing an employment related issue with a supervisor or within the usual chain of command, the employee may discuss the issue directly with the Mayor, or with the Human Resources Director, the City Attorney or a member of the City Council who will assist the employee with bringing the issue to the Mayor. Employees should be aware of the time frame for filing a grievance because discussions with the Mayor, or with the Human Resources Director, the City Attorney or a Council member does not constitute the filing of a grievance nor do such discussions extend the time for filing a grievance. The City will not retaliate against an employee for discussing employment related issue directly with the Mayor, or with the Human Resources Director, the City Attorney or a member of the City Council.



EQUAL OPPORTUNITY EMPLOYER

Signature page for Resolution #2010-178

Dated this 18 day of October, 2010.

ATTEST:

CITY OF RAPID CITY, SOUTH DAKOTA

  
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Acting Finance Officer

  
\_\_\_\_\_  
Mayor

(SEAL)