



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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## MEMORANDUM

**TO:** Legal & Finance Committee  
**FROM:** Mayor Sam Kooiker  
**DATE:** October 31, 2012  
**SUBJECT:** Amendment to Non-Union Employee Information Guide regarding the Grievance Process

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### **PURPOSE:**

All City Council members are now notified of rulings in Step II grievances. This notification policy was implemented in 2011, at my request, to facilitate communication between the Mayor's Office and City Council.

Under our current procedures, employees are allowed to have witnesses attend grievance hearings. As a City Council member, I once attended a hearing as a witness after being invited by an employee who was a party to a grievance.

However, the procedures do not currently make it clear that employees are allowed to invite City Council members to attend a grievance hearing. This policy change affirms the ability of City Council members to attend a grievance hearing, upon the invitation of an employee who is party to the grievance.

The goal of allowing a council member to attend a grievance hearing is to allow for a neutral witness, to help ensure fairness in the process.



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