

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

POLICY: 4.5 GRIEVANCE PROCEDURES

REVISED DATE: 11.05.13

POLICY

The department's goal is to provide fair, equitable, and clearly defined means for the resolution of grievances, to ensure employees and their supervisors are accorded reasonable opportunity to present the facts bearing on a grievance, and to guarantee the opportunity to exercise the rights set forth in this order. Every employee has the right to fair treatment in all matters arising from employment and to this end each employee has the right to be heard whenever he or she alleges mistreatment. A grievance process that affords employees the opportunity to air a complaint helps reduce dissatisfaction, identify organizational problems, and increase morale.

The department retains the right under applicable laws and regulations to direct employees in the performance of their duties; to take the necessary means to achieve the proper ends under emergency situations; and to hire, promote, transfer and assign employees as well as to suspend, demote, discharge or take disciplinary action against such employees for just cause.

I. PURPOSE

The purpose of this order is to establish the Department and its employees will follow the city Grievance Procedures set out in City of Oak Point Human Resources Policy and Procedures, Chapter 120, Grievances, to resolve disputes or complaints concerning the terms or conditions of employment. The above listed policy can be found on the city website at www.oakpointtexas.com, on the Human Resource page.

Approved: *M. Shackelford*
M. Shackelford

Adopted: 10.01.2013
Revised: 11.05.2013 Format