

**GRIEVANCE APPEAL PROCEDURE**

**Disciplinary Action**

Informal (verbal) reprimand/counseling  
Formal (written) reprimand  
Suspension from duty  
Dismissal

**Appeal Steps**

None  
(1)  
(1), (2)  
(1), (2), (3)

(b) Appeal Steps.

(1) Personnel Officer hearing. The aggrieved employee may present a written statement of his or her grievance to the Personnel Officer. This written statement shall be presented within five working days of the effective date of the disciplinary action being appealed and shall ask for a review and modification or reversal of the action. The Personnel Officer shall issue a written response. If the Village Administrator is the acting Personnel Officer, then proceed directly to Step 2.

(2) Administrator hearing. If a grievance is not resolved to the satisfaction of the employee by the Personnel Officer under step (1) and the action being appealed is allowed to proceed to step (2), the employee may request in writing within five working days of the issuance of the Personnel Officer's written decision, a hearing before the Administrator. If such request is not made within five working days, the matter shall be closed. At such hearing, which shall occur within a reasonable time, the Village shall present the facts and circumstances upon which the disciplinary action was taken. Prior to the hearing, the Administrator shall notify the employee in writing, and reasonably in advance, of the time and place of the hearing and the specific matters or charges which will be considered. At the hearing, the employee may have representation of his or her choosing and will be permitted to present witnesses. The employee's personnel file shall be made available for review prior to the hearing upon written request to the Personnel Officer. The Administrator shall issue a written decision, after the close of the hearing, which shall be forwarded to the employee as soon as practical. The written decision of the Administrator shall be a prerequisite to a request for a hearing before Council.

(3) Council Hearing. An aggrieved non-exempt employee may submit a written appeal to Council. The appeal must be submitted within five working days of receipt by the employee of the Administrator's decision under step (2). The appeal shall be submitted to the Mayor. Council will issue a written decision which shall be final.  
(Ord. \_\_\_\_\_, Passed \_\_\_\_\_.)

**145.32 COMPLIANCE STATEMENT**

To the extent any of the employment provisions in this Chapter conflict with federal, state or other laws which take precedence, the Village will comply with said laws.

WHEREFORE, this Ordinance shall take effect and be in force from and after the earliest date allowed by law.

DATE PASSED 9-3-13

ATTEST SIGNATURE ON FILE  
CLERK OF COUNCIL

\_\_\_\_\_  
PRESIDENT OF COUNCIL

O-13-09A

SIGNATURE ON FILE

MAYOR

DATE APPROVED \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
LEGAL COUNSEL

I hereby certify that the ordinance or a summary of the ordinance was published once a week for two consecutive weeks on December 10, 2013 and December 17, 2013 in the *Mount Vernon News* in conformance with the Ohio Revised Code.

SIGNATURE ON FILE

\_\_\_\_\_  
CLERK-TREASURER