

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

2. ADMINISTRATIVE 5. PUBLIC WORKS

3. PERSONNEL 6. PARKS AND RECREATION

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Grievance Procedure for Allegations of Handicapped Discrimination

POLICY NUMBER: 3.125

PAGES: 2

EFFECTIVE DATE: August 20, 1984

REVISION DATE: January 1, 2012

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

PURPOSE:

The purpose of this policy is to ensure that the employees of the City of Marshfield are not discriminated on the basis of handicapped status.

POLICY:

The policy of the City of Marshfield is not to discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities. If problems in this area are identified, individuals are encouraged to submit a complaint for processing. The intent of the grievance procedure is to provide for local resolution of handicapped discrimination complaints filed by a member of the community (general public, employee, job applicant).

PROCEDURE:

- Complaints must be initially filed with the Human Resources Manager. They may be verbal, but a written complaint is preferable. S/he will investigate and provide the individual making the complaint and the City Administrator with a written response.
- If the individual making the initial complaint feels as though the actions taken by the Human Resources Manager are not sufficient, s/he may appeal the matter to the Finance, Budget and Personnel Committee. In order to do so, the appeal must be submitted in writing to the City Administrator. The City Administrator will be responsible for arranging for the matter to be included on the next committee agenda and will notify

the complainant of the date, time and location of this meeting.

• Records of all complaints will be maintained by the Human Resources Manager and will be available for public inspection.