



COMPLAINTS

I. PURPOSE

To provide employees a means by which they may report an incident if they are witness to violations that may require corrective action.

II. SCOPE

This policy applies to all City Employees.

III. POLICY

City employees are encouraged to speak out when they are witnesses to inappropriate behavior that violates the Employee's Values Statement, Mission Statement, or Citywide policies and procedures.

Before corrective action may be taken on a complaint against a City employee, the complaint must be documented. (An oral rendering of the complaint may serve as the basis of a written complaint.)

IV. PROCEDURE

A copy of the documented complaint shall be provided to the affected employee within a reasonable time after the complaint has been filed and before any corrected action is taken against the employee.