

Title:	Grievance Meetings at Employer Level	
Purpose:	To clarify the hearings process at the Employer's level of the grievance procedure.	
Issued by:	Labor Relations and Training	Date: February 15, 2005
References:	Mayor's Memo 133 (4-23-74); CS Circular 1380 (2-7-83); CS Memo (1-26-81)	

I. POLICY

- A. The purpose of the grievance meeting at the Employer's level is to provide an opportunity to apply a citywide perspective in reviewing the issue(s) in dispute and when attempting to reach a resolution to the issue(s).
- B. All meetings at the Employer's level shall be conducted on behalf of the Mayor who is defined as the Employer, by law and applicable collective bargaining agreements.
- C. Each department shall designate an advocate from among its management staff to present its grievance case before the Employer representative. The use of an attorney advocate is not recommended since the proceedings are intended to be informal.

II. EMPLOYER REPRESENTATIVE

- A. The Director of Human Resources (Director), as the designated representative of the Mayor for labor relations purposes, is authorized to make decisions for the Mayor at the Employer's level of the grievance procedure.
- B. The Director may designate an Employer Representative in his/her department who shall hear the case, prepare findings and conclusions on each allegation utilizing sound contract administration principles and practices and make recommendations to the Director. The Employer Representative shall not have previously assisted or advised the department on the subject case to such a degree as to have impaired objectivity in analyzing the issues of the case at dispute.
- C. The Employer Representative is authorized to negotiate and finalize a settlement of the dispute between the respective parties in the event he/she feels that such settlement can be reached without compromising the rights or best interest of the Employer.

III. DEPARTMENTAL ADVOCATE

- A. The departmental advocate shall present the department's case, i.e., facts, rationale and documentation, before the Employer Representative, at the Employer's level of the grievance procedure. The departmental advocate shall also provide relevant follow-up information as requested by the Employer Representative.
- B. The departmental advocate shall participate in whatever activities are necessary to satisfactorily resolve the dispute. The advocate should be delegated with authority to

negotiate settlements on behalf of the department when settlement of the case is to the best interest of the City.

- C. Statements by the departmental advocate in Employer level step meetings shall be considered as statements by the department.
- D. The departmental advocate shall assist the City's advocate at the arbitration level of the grievance procedure should the case proceed to arbitration.