

RULE 14A
EMPLOYEE REVIEW REQUESTS
(Civil Service Employees Only)

Purpose – (14A.2)

General – (14A. 1)

Procedure – First Step (Supervisor-Discussion/Consideration) – (14A.3)

Procedure-Second Step (Supervisor-Problem Stated in Writing to Supervisor)-(14A.4)

Procedure-Third Step (Chief of Police and Process through Chain of Command) – (14A.5)

Procedure – Fourth Step (City Manager) – (14A.6)

RULE 14A -EMPLOYEE REVIEW REQUESTS – CIVIL SERVICE EMPLOYEES

14A.1 General:

It shall be the policy of the City of Sarasota to provide a system for the presentation and consideration of any job-related problem of which an employee shall request consideration, review, reconsideration, review, reconsideration or clarification which may arise between an employee and his and her supervisor as to the interpretation and the application of these Rules and Regulations, and to assure an employee that his or her problem will be considered fairly and rapidly.

At any step of this Review Procedure, the employee may of his or her own choice make his or her oral or written presentation with or without the assistance of another permanent employee.

14A.2 Purpose:

The primary purpose of this review system is to establish an effective procedure whereby certain matters may be freely discussed with the employee for the general good of the employee and the City of Sarasota.

14A.3 Procedure – First Step (Supervisor):

The employee shall, within seven (7) calendar days of the time of occurrence of the problem, take the problem to his or her immediate supervisor for discussion and consideration.

The supervisor shall consider the matter without undue delay, and shall within a reasonable time thereafter, advise the employee of his or her decision in the matter.

Promptness and informality are desirable; therefore, it is not necessary that the problem be presented to the supervisor in writing at this step.

14A.4 Procedure – Second Step (Supervisor):

If the problem is not resolved, the employee will state it in writing and present it to the supervisor.

Supervisors are encouraged to consult with their superiors, the Department of Human Resources, or any other persons at management level who may be qualified to give him/her relevant information or assistance in considering the employee's problem.

The supervisor within five (5) working days after receipt of the problem in writing will give the employee a written answer to or proposed resolution of the problem.

Police Officers using this Employee Review Request shall follow the Police Department's normal chain of command, (i.e., Sergeant, Lieutenant, Captain, Deputy Chief and Chief of Police) prior to using Step 3. The same time frame five (5) working days after receipt of the problem shall be used through the chain of command as outlined herein in this section, i.e., Sergeant, Lieutenant, Captain, Deputy Chief and Chief of Police, and shall have five (5) working days for each response.

14A.5 Procedure – Third Step (Chief of Police):

If the matter is not resolved by the supervisors within the Chain of Command to the satisfaction of the employee, the employee may, verbally request, an appointment with his or her Department Head to discuss the problem within three (3) working days after completion of the Chain of Command response in the Second Step.

The Chief of Police shall make such an appointment with the employee and confer with him or her as soon as practicable. The Chief of Police shall investigate the matter within seven (7) days unless additional time is necessary in order to provide a comprehensive review of the problem. If additional time is required, the Chief of Police will advise the employee, who initiated the problem, of the specific time frame that the Chief of Police will be prepared to discuss the issue with the employee.

14A.6 Procedure – Fourth Step (City Manager):

If the matter is not resolved to the satisfaction of the employee by the Chief of Police or his or her designated representative, the Police Officer may, within not more than three (3) working days, verbally request an appointment through the Director of Human Resources to present the problem to the City Manager. The Director of Human Resources will coordinate with the City Manager and establish an appointment within seven (7) calendar days of the time that the request was received by the Director of Human Resources. Prior to forwarding the request to the Director of Human Resources for coordination with the City Manager, the employee is requested to reduce this problem to a written signed statement of the remaining portions of portions of the problem, whichever is applicable. A duplicate of the signed statement shall be given to the employee and the original retained by the Director of Human Resources for filing after the City Manager has made his or her decision. The City Manager shall advise the employee of his or her decision in the matter within seven (7) calendar days after the scheduled meeting with the City Manager. The City Manager's decision shall be final and binding,