

GRIEVANCE PROCEDURE FOR COMPLAINTS FILED AGAINST CITY EMPLOYEES

1.0 Purpose:

The purpose of this procedure is to establish formal guidelines and procedures to be followed upon receipt of a complaint submitted by any of the following:

1. An individual who believes he/she has been improperly treated by an employee or agent of The City of Lake Forest and who feels the employee's supervisor has not adequately addressed the issue, excluding those employees who are subject to the jurisdiction of the Board of Fire and Police Commissioners.
2. An individual who believes he/she has been unfairly subjected to City rules, ordinances or other regulations, excluding those review procedures established by separate ordinance (i.e., Plan Commission, Zoning Board, Building Review Board, Construction Codes Commission.)
3. An elected or appointed official of The City of Lake Forest who believes that one or both of the above conditions have been met.

2.0 Manner of Filing:

All complaints shall be sent in writing to the City Manager, who will forward a copy to the Mayor. A written complaint must be made and received by the City Manager within 30 days of the date of the alleged action, or by special appeal to the Mayor or City Manager.

It will be the responsibility of the City Manager to inform the individual bringing the complaint (hereinafter known as the "complainant") of his/her rights and procedures set forth under this directive.

In the event a conflict of interest exists or the City Manager is not capable of receiving and reviewing the complaint, the Mayor shall accept and investigate the complaint in the same manner as the City Manager.

3.0 Procedure:

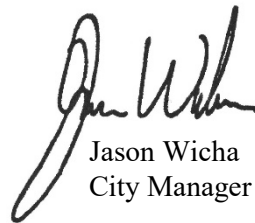
1. Upon receipt of the complaint, the Mayor and members of the Personnel, Compensation and Administration Committee (hereinafter known as the "PCA Committee") shall direct the City Manager and/or his designee to conduct an investigation into the charges and prepare a comprehensive report. The City Manager may request additional information from the complainant in order to conduct a thorough investigation. The report shall detail the charges, circumstances leading up to and including said charges, a position on the validity of the charges, and recommended course of action by the PCA Committee.
2. The PCA Committee shall report to the City Council, upon determination by a majority of the committee, that there is reason to believe that the charges have merit, that the charges are baseless, or that some other legislative action is required to address the alleged charges. The City Council shall uphold, reject or modify the recommendation of the Committee. In those cases where the subject matter of the complaint falls under an exemption to the Illinois Open

Meetings Act, the City Council's review of the PCA Committee's recommendation shall be held in closed session, subject to the requirements of the Illinois Open Meetings Act.

3. Written response shall be forwarded to the complainant within 15 days following a decision by the City Council. The response shall advise the complainant of the position taken by the City Council on the charges and the reasons for the position. If the charges are found to be of merit, the response shall also include the City Council's recommendation to address the charges, unless otherwise restricted by law.

4.0 Distribution:

Published on the Employee Information Site, www.citylf.org.



Jason Wicha
City Manager