



## Step II – Department Head/Designee

(To be completed by the Department Head/Designee. Water & Harbor Departments should substitute an Administrative Officer or equivalent)

**Date Received at Step II:** \_\_\_\_\_ **Meeting**  
**Date:** \_\_\_\_\_  
(Must be within 10 working days of informal response or it is untimely)

Signature of Dept. Head/Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Grievant  Resolved Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Move Forward (if carried to Step III, submit to Director of Human Resources/Designee a copy of grievance and step II response)

## Step III – Director of Human Resources/Designee

(To be completed by the Division/Bureau Head)

**Date Received at Step III:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_  
(Must be within 10 working days of informal response or it is untimely)

Signature of Director of Human Resources/Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Grievant  Resolved Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Move Forward (if carried to Step IV, submit to City Manager a copy of grievance and step III response)

## Step IV – City Manager

(To be completed by City Manager)

**Date Received at Step I:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_  
(Must be within 10 working days of informal response or it is untimely)

Signature of City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Grievant  Resolved Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Move Forward (if carried to Step V, Arbitration/personnel Appeals Board, please refer to MOU Grievance Procedure)

## Step V – Arbitration

(To be completed by Director of Human Resources/Designee)

**Date Request Received:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_  
Date Submission Agreement Submitted to Arbitration: \_\_\_\_\_