





**STEP II**

**DEPARTMENT DIRECTOR RESPONSE (if Required):**

The Department Director may schedule a meeting with the employee or provide a written response. The written response shall be provided to the employee within ten (10) working days of receiving the grievance request.

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

**GRIEVANT'S ANSWER TO SUPERVISOR RESPONSE (if required):**

I accept the resolution to Step II:      YES                  NO

If answer is no, grievance must be submitted to Step III within five (5) working days of receipt of Step II response. Give specific reasons why the Step II response is unsatisfactory, and what further action(s) you are requesting to resolve the complaint.

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date

**STEP III**

**CITY ADMINISTRATOR RESPONSE (if required):**

At a mutually agreeable time, the City Administrator may elect to have a meeting with the employee informally or to convene a hearing. Once the meeting or hearing has been held, the City Administrator shall respond to the grievance within ten (10) days. As per the Policy 7.03 Grievance, the decision of the City Administrator is final and is not eligible for further appeal.

\_\_\_\_\_  
City Administrator Signature

\_\_\_\_\_  
Date