

RESOLUTION 2026-26

A RESOLUTION OF THE TOWN OF ASHLAND CITY, TENNESSEE, AMENDING THE PERSONNEL MANUAL SECTION X (SECTION TEN) UNDER SEPARATION DISCIPLINARY ACTIONS BY REMOVING THE CURRENT GRIEVANCE PROCEDURES AND GRIEVANCE AND APPEAL RESPONSIBILITIES IN THEIR ENTIRETY AND REPLACING THEM WITH REVISED POLICIES.

WHEREAS The Town of Ashland City maintains an Personnel Manual setting forth personnel policies and procedures governing employment with the Town; and

WHEREAS revisions are necessary to ensure clarity, consistency, and alignment with current administrative practices and legal standards; and

WHEREAS The mayor and city council find it necessary to update the section addressing Grievance and Appeal Responsibilities to clearly define authority, procedures, and administrative oversight; and

WHEREAS An Amended Grievance Policy and Revised Grievance and Appeal Responsibilities document have been prepared and presented to the mayor and city council for consideration and attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, to amend the Personnel Manual by removing the current grievance procedures and grievance appeal responsibilities in their entirety and replacing them with revised policies.

1. The mayor and city council find it necessary to update the section addressing Grievance and Appeal Responsibilities to clearly define authority, procedures, and administrative oversight.
2. An Amended Grievance Policy and Revised Grievance and Appeal Responsibilities document have been prepared and presented to the mayor and city council for consideration and attached to this resolution.
3. The board hereby adopts the new grievance policy and appeal procedure and deletes the entire grievance procedures and grievance and appeal as set out in Section X (Ten) of the personnel manual and hereby replaces it with the attached policy.
4. This resolution shall take effect immediately upon its adoption.

Voting in Favor 6

Voting Against 0

ADOPTED this 10th day of March 2026.


MAYOR GERALD GREER


CITY RECORDER MARY MOLEPSKE

Grievance Procedures

A grievance is any concern, disagreement, or dispute between an employee and a supervisor or the City regarding the application of policies, administrative decisions, or conditions of employment. Grievances may involve actual or perceived issues related to workplace rules, safety, facilities, equipment, evaluations, promotions, transfers, layoffs, recalls, or similar matters. Grievances related to pay, suspension, or dismissal are excluded from this process.

The City encourages employees and supervisors to resolve issues informally when possible. Employees may discuss concerns with their immediate supervisor, a higher-level supervisor, or the department head. Grievances do not formally exist until the department head or appropriate authority has been notified. Employees may file grievances without fear of retaliation.

Procedural Steps

Step One:

The employee presents the grievance in writing to their immediate supervisor. The supervisor must promptly investigate, consult with the department head as needed, take appropriate action, and inform the employee of the outcome. The supervisor shall document the grievance and forward the report to the department head. Supervisors in the chain of command will add recommendations if the matter progresses. If the grievance of the employee involves the immediate supervisor, the employee shall present a written informal grievance to the next supervisor in the chain of command.

Step Two:

If the issue is not resolved informally, the employee may submit a written grievance to the department head. Upon request, the department head will hold a hearing and provide a written response to the employee and immediate supervisor within five (5) business days of receiving the grievance.

Step Three:

If unresolved at the department head level, the employee may request a hearing with the Mayor. The Mayor's decision will be communicated to all parties involved and is final and binding.

Grievance and Appeal Responsibilities for Suspension and Termination

The Mayor and Chief of Staff are responsible for promptly addressing appeals and assisting employees in moving them throughout the review process. Suspensions and dismissals may be appealed to the Mayor, Chief of Staff, City Attorney and Human Resources. In accordance with the City Charter, the Mayor holds the final authority to approve or deny an appeal. However, suspension or termination appeals involving Department Heads who are exempt employees shall be presented to the Mayor and City Council.

A. Policies Governing Grievance and Appeal Procedures

Employees with grievance in respect to suspensions or termination will receive written notification of their rights, as set forth below:

1. Submit a written grievance to Human resources within five (5) calendar days.
2. Request a grievance or appeals hearing as outlined in this policy.
3. Present witnesses and cross-examine those supporting the municipality's position.
4. Review and obtain copies of all documents the municipality intends to use in the process.
5. Be free from threats, coercion, intimidation, or discrimination for participating in the grievance or appeals process.
6. Department Heads appeals submitted to the Mayor and City Council will be presented within 30 days.

B. Records

All records related to grievance proceedings shall be documented and maintained in the city's permanent files by Human Resources. In matters of exempt employees that proceed to the Mayor and City Council, corresponding records will also be maintained by Human Resources and the City Recorder.

C. Employee at Will

None of these policies provide any contract right for employment between the Town of Ashland City and the employee. All employees are employed at will and serve at the discretion of the Mayor. The exception being of the City Recorder and City Administrator who serve at the discretion of the Mayor and City Council.

D. Overturn of Suspension or dismissal

A majority vote of the Mayor and City Council is required to overturn a suspension and dismissal. The Mayor and City Council may by majority vote modify the suspension or termination and set different requirements for the employees' suspension or termination as previously set by the Mayor.