



MEMORANDUM

The City of
OKLAHOMA CITY

TO: Craig Freeman
City Manager

FROM: Aimee Maddera
Chief Human Resources Officer

DATE: January 8, 2025

SUBJECT: TEMPORARY AND LIMITED MODIFICATION OF EMPLOYMENT POLICIES, ARTICLE 1500, SECTION 1504 GRIEVANCE REVIEW BOARD

The City of Oklahoma City Employment Policies, Article 1500 (Grievances and Appeals) provides policy regarding the appointment of employees to serve on the Grievance Review Board (GRB). Due to the unpredictable attrition of the appointed employee member (and alternate member) pool from which a GRB's composition is selected from for each grievance under said policy, I am requesting temporary modifications to **Article 1500, Section 1504, Grievance Review Board**, to eliminate the limit on the number of alternate appointed employee members to facilitate more frequent onboarding/training of newly appointed employee members ensuring consistent policy application, continuity of procedure, and institutional knowledge preservation.

Requested modifications are as follows (highlights added for emphasis only):

SECTION 1504 - GRIEVANCE REVIEW BOARD

The Grievance Review Board (GRB) shall consist of three (3) voting members:

Non-management employee hearing - the GRB shall consist of two (2) elected employee members, and one (1) appointed employee member.

Management employee hearing - the GRB shall consist of three (3) appointed employee members.

The GRB shall be selected from a pool comprised of six (6) elected employee members, including two (2) alternate elected employee members, and four (4) appointed employee members, including **no less than** two (2) alternate appointed employee members.

Elected employee members - The four (4) nominated employees receiving the most votes from general pay plan employees, police sergeants and below, and fire corporals and below shall be the elected employee members, except that no City department shall have more than one elected employee member on the GRB at any time if there are nominees in other departments. In the event that two or more employees in a given department receive the most votes, the employee with the most votes in that department shall be selected, and the employee receiving the next most votes in a different department shall be selected until all elected employee members have been selected. The term shall be for a period of four (4) years. The election will be administered and conducted by the Human Resources Department. Elections shall occur every other year, with half of the elected employee members being elected each election.

Alternate GRB Members - The two (2) nominated employees receiving the next most votes from

general pay plan employees, police sergeants and below, and fire corporals and below shall be the alternate employee members. Alternate employee members shall serve in the event an elected employee member cannot. The term shall be for a period of two (2) years. The election will be administered and conducted by the Human Resources Department.


Appointed employee members - The four (4) appointed employee members shall be selected by the City Manager. There shall be **no less than** two (2) additional appointed employee members to serve as alternates.

The Human Resources Department shall designate one of the appointed members to serve as GRB Chairperson for hearings.

In the event the grievant is related to a GRB member, works in the same division as a GRB member, or otherwise raises a question of impartiality, the GRB Chairperson or the City Manager shall appoint a replacement for that hearing.

The Human Resources Department will review The City of Oklahoma City Employment Policies on an annual basis for needed updates and propose revisions, when necessary. The above modifications are consistent with revisions that will be recommended at the next review.

Therefore, I am requesting these limited modifications be effective upon signature below and remain effective until the earlier of the approval of the next annual review and proposed revisions to The City of Oklahoma City Employment Policies or until otherwise rescinded.

<input checked="checked" type="checkbox"/> Approved <input type="checkbox"/> Denied	Craig Freeman, City Manager 	Date 1-13-25
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