

**CITY OF WHITE SALMON, WASHINGTON  
RESOLUTION NO. 2015-04-408**

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON  
REGARDING THE MATTER OF ADOPTING A GRIEVANCE PROCEDURE.**

**WHEREAS**, the city has an informal process for resolving non-employee grievances;  
and

**WHEREAS**, the Community Development Block Grant program requires the procedure  
to be formalized and approved by council before applications are submitted; and

**WHEREAS**, the city wishes to apply for a general purpose grant through the program.

**NOW THEREFORE BE IT RESOLVED**, the City Council for the City of White Salmon  
hereby adopts the following procedure as described in Exhibit "A", attached hereto and  
incorporated by reference, for the benefit of employees, managers and customers of  
the City of White Salmon.


APPROVED AND PASSED by the City Council of the City of White Salmon,  
Washington at a special meeting this 29<sup>th</sup> day of April 2015.

  
\_\_\_\_\_  
David Poucher, Mayor

ATTEST:

  
\_\_\_\_\_  
Leana Johnson, Clerk/Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Kenneth B. Woodrich, City Attorney



**CITY OF WHITE SALMON**  
**Legislative Policy/Procedure**

<b>Title:</b> Grievance Procedure	<b>Page Number:</b> 1
<b>Department:</b> Finance Department	<b>Effective Date:</b> April 29, 2015
<b>Revised Date:</b>	<b>Revised By:</b> City Council

## **PURPOSE**

This procedure applies any time a person has an unresolved complaint against the city. This is not for employee or union grievances.

## **PROCEDURE**

### **1. Initial Complaint**

Complaints are to be submitted in writing to the Clerk/Treasurer for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.

### **2. Unresolved Complaint**

If the complaint cannot be resolved to your satisfaction by the designated official, it will be forwarded to the Grievance Committee, members of which are appointed by the council. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceedings of the committee will be recorded and maintained.

### **3. Records**

A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

## **REVISION CRITERIA**

Each year during the Budget Process the Finance/Administration Committee will review Legislative Policies and recommend to Council any appropriate changes.