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March 31, 2016

VIA E-MAIL: arichter@valleycity.us

Avis Richter
Finance Director/City Auditor
City of Valley City
254 Second Avenue NE
Valley City, ND 58072

RE: GRIEVANCES OF DAVID SCHELKOPH, DAVID SWENSON, FRED J. THOMPSON, AND
RUSSELL J. MYHRE

Dear Ms. Richter:

You have requested additional information regarding Section 10 of the Employee Policy and Procedure Manual. That section describes the procedure to be followed when a grievance arises. The section defines "grievance" as "a dispute or disagreement between the City and an employee concerning wages, hours, conditions of employment, or the disciplinary process, including an interpretation of this manual."

Each of the four submissions from City Administrator David Schelkoph, Police Chief Fred J. Thompson, Lieutenant David Swenson and City Attorney Russell J. Myhre is entitled "Grievance." However, none of the "grievances" specifically address concerns regarding "wages, hours, conditions of employment, or the disciplinary process . . ." Instead, the two complaints that do warrant an investigation (the complaints of Lieutenant David Swenson and City Administrator David Schelkoph) both cite Section 7.7 of the Employee Policy and Procedure Manual.

With regard to these types of complaints, the Manual states that the allegations will be investigated, that the investigation may include individual interviews, and that "confidentiality will be maintained throughout the investigatory process to the extent consistent with the City's duty to conduct an adequate investigation and take appropriate corrective action." The Manual does not mandate that the investigation occur within five days as does that the portion of the Manual that deals with grievances.

I hope this information is helpful to you. If you have any other questions or concerns, please feel free to contact me.

Very truly yours,



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BET/jla

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