

Summary
Board Bill Number 99
Introduced by Alderwoman Daniela Velazquez
October 16, 2026

An Ordinance outlining the grievance process for civil service employees, delegating administrative rulemaking authority to the Chief Human Resource Officer, and containing a severability clause and an effective date clause.

BOARD BILL NUMBER 99 INTRODUCED BY ALDERWOMAN DANIELA VELAZQUEZ
COSPONSORS: MAYOR CARA SPENCER/PRESIDENT MEGAN GREEN/
ALDERMAN MATT DEVOTI/ALDERMAN BRET NARAYAN

An Ordinance outlining the grievance process for civil service employees, delegating administrative rulemaking authority to the Chief Human Resources Officer, and containing a severability clause and an effective date clause.

WHEREAS, the City of St. Louis is a large public-sector employer, typically employing more than 4,000 people; and

WHEREAS, the City employs those workers across various departments, agencies, and public services; and

WHEREAS, the City has historically employed a Civil Service Commission to protect its merit-based hiring system and ensure fair employment for government workers; and

WHEREAS, a formal grievance procedure must exist providing eligible City employees the opportunity to resolve employee problems without fear of discrimination, coercion, restraint, or reprisal.

BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:

SECTION ONE. Effective Date.

This Ordinance shall become effective only if the qualified voters of the City of St. Louis enact amendments to Article XVIII of the Charter of the City of St. Louis at the April 6, 2027 election.

SECTION TWO. New Chapter.

Title 4 of the Revised Code of the City of St. Louis is hereby amended by the addition of a new chapter, Chapter 4.065, which shall be and read as follows:

CHAPTER 4.065 - Grievance Process

4.065.01 Grievable Matters.

1 A. Greivable Matters

2 1. The following is a list of Grievable Matters that shall be handled via the
3 Grievance process in 4.065.03.

- 4 a. The physical environment in which the Employee works;
5 b. Working conditions on a specific job;
6 c. Relationships with fellow Employees; and
7 d. The fairness and consistency with which department regulations are
8 applied to Employees.

9 B. Nongreivable matters

10 1. The following is a list of nongrievable matters.

- 11 a. Employment status, including dismissals, demotions, layoffs, suspensions,
12 reductions in pay, docks, written reprimands, and denial of leave;
13 b. Service Ratings;
14 c. Examinations;
15 d. Benefits established by ordinance;
16 e. Classification of positions;
17 f. Equal Employment Opportunity Compliance;
18 g. Management decisions involving organizational structure of the
19 Employee's department;
20 h. Any other matter subject to appeal to the Commission.

21 2. The CHRO will be the final authority in determining whether a particular
22 Employee problem is appropriate for the formal Grievance procedure.

- 1 3. The decision of the CHRO in all such matters shall be final subject to any right of
2 action under any federal or Missouri law.

3 4.065.02 Grievance Process

4 A. An Employee or group of Employees who believes they have been aggrieved shall follow
5 the following steps until they believe the issue is resolved:

- 6 1. Speak to their immediate supervisor and discuss the problem.
- 7 2. File an Employee Grievance Procedure Form within fifteen (15) calendar days of
8 the action or event giving rise to the Grievance. This deadline is stayed if the
9 Employee elects to resolve the dispute through voluntary mediation, whether
10 conducted through an internal mediation process or a City approved independent
11 external mediation service. If the dispute remains unresolved following
12 mediation, the Employee must complete and submit the Employee Grievance
13 Procedure Form within fifteen (15) calendar days of receiving notification that the
14 mediation process has concluded without a resolution.
- 15 3. The Appointing Authority will investigate the Grievance within fifteen (15)
16 calendar days of receipt of the Employee Grievance Procedure Form.
- 17 a. This investigation may include submissions from the aggrieved
18 Employee's supervisor and co-workers.
- 19 b. The Appointing Authority may use their discretion in determining the best
20 method of investigation.
- 21 4. Within fifteen (15) calendar days of receiving the Appointing Authority's
22 decision, the Employee may appeal to the department director. If the Appointing

1 Authority is the department director, there is no further review at the department
2 level, and the Employee shall skip step 5 and immediately go to step 6.

3 5. Within fifteen (15) calendar days of receiving the Employee's appeal, the
4 department director will review the Employee Grievance Procedure Form and
5 render a determination in writing to the supervisor, Appointing Authority, and
6 Employee.

7 6. Within fifteen (15) calendar days from the date of the department director's
8 decision, an Employee may appeal the decision of the department director to the
9 CHRO.

10 7. Within thirty (30) calendar days of receiving the Employee Grievance Procedure
11 Form, the CHRO shall either:

12 a. Evaluate the Grievance and make a recommendation to the department
13 director; or

14 b. Appoint a three-member Employee Grievance Committee consisting of:

15 i. A member of the Human Resources Department, who will be the
16 chairperson;

17 ii. A member of management from a department other than the
18 Employee's department; and

19 iii. A labor representative.

20 A. If the aggrieved Employee is in a certified bargaining unit,
21 then the labor representative will be a union official from a
22 union other than the Employee's certified bargaining unit.

1 B. If the aggrieved Employee is not in a certified bargaining
2 unit, the labor representative on the committee will be an
3 Employee from a department or agency other than the
4 Employee.

5 8. If the CHRO sends the Grievance to the Employee Grievance Committee, the
6 Committee shall:

7 a. Hold an informal hearing to review the Grievance within fifteen (15)
8 calendar days of receiving the Grievance; and

9 b. Notify the CHRO in writing of its recommendation within fifteen (15)
10 calendar days of the hearing's completion.

11 9. If the CHRO sends the Grievance to the Employee Grievance Committee, the
12 CHRO shall review the Committee's recommendation and, within fifteen (15)
13 calendar days of the recommendation's receipt, notify the Employee, the
14 department director, and the Appointing Authority of their recommendation.

15 10. The Employee shall have the right to appeal to the Commission if the CHRO
16 fails to make their recommendation within the time set forth in this section.

17 B. The Human Resources Department will maintain a list of managers, Employees and
18 union representatives who are available to participate on the Employee Grievance
19 Committee.

20 C. The Employee may have a representative of their choosing present at the hearing. If the
21 representative is an Employee, they must get permission from their Appointing Authority
22 to be away from the work site.

1 D. No attorney can represent the Employee or management before the Employee Grievance
2 Committee.

3 E. All parties may call witnesses to testify on their behalf.

4 1. Such requests must be made in writing at least five (5) calendar days before the
5 hearing.

6 2. Such requests shall be submitted to the Employee Relations Manager of the
7 Human Resources Department.

8 F. All deadlines established by this Ordinance may be extended by mutual agreement of all
9 parties concerned or the CHRO. Absent agreement or without the approval of the CHRO:

10 1. Management's failure to meet the deadlines specified in the policy shall allow the
11 Employee to move to the next step of the process.

12 2. The Employee's failure to timely submit the Grievance to the Appointing
13 Authority, appeal the Appointing Authority's decision, or appeal the department
14 director's decision shall result in forfeiture of the Employee's right to grieve.

15 G. A copy of the Employee Grievance Procedure Form, the Employee Grievance
16 Committee's written report to the CHRO, and the CHRO's recommendation, will be
17 placed in the Employee's folder file in the Human Resources Department.

18 **SECTION THREE. Authority.**

19 Pursuant to Charter Article XVIII, Section 9(b), the CHRO shall have authority to promulgate
20 rules and regulations to carry out the requirements of this Ordinance.

21 **SECTION FOUR. Severability.**

1 It is hereby declared to be the intention of the Board of Aldermen that each and every part,
2 section and subsection of this Ordinance shall be separate and severable from each and every
3 other part, section, and subsection hereof and that the Board of Aldermen intends to adopt each
4 said part, section, and subsection separately and independently of any other part, section, and
5 subsection. In the event that any part, section, or subsection of this Ordinance shall be
6 determined to be or to have been unlawful or unconstitutional, the remaining parts, sections, and
7 subsections shall be and remain in full force and effect, unless the court making such finding
8 shall determine that the valid portions standing alone are incomplete and are incapable of being
9 executed in accordance with the legislative intent.