



Parks and Recreation Department

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TO: Parks & Recreation Advisory Board – Grievance Subcommittee
FROM: Pablo Caballero, Director
DATE: July 10th, 2024
SUBJECT: Update to the Parks Grievance Hearing Structure

On July 10, 2024, the Parks & Recreation Advisory Board approved that the Grievance Subcommittee immediately implement the updated Grievance Appeal Structure as described below.

To ensure equitable treatment of all appeals, no more than two (2) appeals shall be scheduled for any meeting. Each appeal will be limited to a process that is broken down as follows:

- Five (5) minutes for Parks Director or designee to outline the incident that led to the suspension
- Five (5) minutes for the appellant to delineate why they feel suspension should be overruled
- Four (4) minutes for Subcommittee discussion

Time for appeals may be extended at the request of the Parks Director and a majority vote of the Subcommittee. Only one (1) time extension for three (3) minutes will be permitted for Parks Staff, the Appellant, and the Subcommittee.

Suspensions will be automatically upheld if the appellant does not attend their scheduled grievance hearing unless the Parks Department is notified twenty-four (24) hours ahead of the scheduled hearing.

Any threatening or abusive language or actions towards staff or Subcommittee members will result in automatic upholding of suspension.

Additionally, and as allowed by law, Grievance Subcommittee members will be sent appeal packets with redactions prior to Grievance Subcommittee meetings.

Pablo Caballero – Director, Parks & Recreation Department
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