

ADMINISTRATIVE MEMO



To: Burke County Department Heads and Employees
From: Bryan Steen, County Manager
Date: November 18, 2014
Subject: **County Manager's Directive regarding Procedure to Report and Resolve Operational or Personnel Problems Related to Employment with Burke County**

Message:

Effective Immediately, Burke County employees will report all operational problems or concerns to their immediate supervisor for review and expeditious resolution. If a reported problem exceeds the supervisor's scope of authority, the supervisor will notify their supervisor until the matter reaches the appropriate level of management for resolution. Upon resolution, the decision will be shared with the reporting employee.

Employees will also report personnel issues with co-workers to their immediate supervisor for review and appropriate action unless the issue is with the immediate supervisor or any supervisor in the employee's chain of command. In such case, or should the supervisor fail to process an operational problem that an employee has brought to them within three working days, the employee will follow the reporting procedure set out in Burke County Personnel Policy, ARTICLE X. Section 10.04 Complaints of Unlawful Workplace Harassment and / or Discrimination.

Failure to follow this directive / procedure, or attempting to report an operational or personnel problem by any other means is a violation of this directive and may result in disciplinary action up to and including termination of employment.

Signature:

Date:
