

Disciplinary Appeals Processes in Selected Tennessee Cities

MTAS Research & Information Center | July 2015

| Municipality | Does your city manager have sole hiring and firing/termination authority for your city? | Do you have a disciplinary appeals process in your personnel manual? | Does your process include an appeals hearing? | Does your city manager conduct the hearing? | Does your manager follow a specific process to prepare for the hearing? | Is there a further appeal beyond the city manager (i.e. your Board or another panel)? | If there is any other information about your city's disciplinary appeals process that you would like to share, please enter it here: |
|--|---|--|---|--|---|---|---|
| Athens Mitchell Moore, City Manager, 423-744-2702 | Yes | Yes | Yes | Yes | Yes | No | If there is a termination appeal hearing for a department head then I will request another city manager to hold the final appeal hearing instead of me. |
| Baneberry Janice Hobson, City Manager, 865-674-0124 | No | Yes | Yes | Other (please explain): Never had to do this | | Yes (please explain): It would go to Mayor | |
| Brentwood Kirk Bednar, City Manager, 615-371-0060 | No | Yes | Yes | Yes | Yes | No | Not exactly sure what you mean with the question about the manager following a "specific process" to prepare for the hearing. |
| Cleveland Janice Casteel, City Manager, 423-593-3339 | Yes | Yes | Yes | Yes | Yes | No | |

| Municipality | Does your city manager have sole hiring and firing/termination authority for your city? | Do you have a disciplinary appeals process in your personnel manual? | Does your process include an appeals hearing? | Does your city manager conduct the hearing? | Does your manager follow a specific process to prepare for the hearing? | Is there a further appeal beyond the city manager (i.e. your Board or another panel)? | If there is any other information about your city's disciplinary appeals process that you would like to share, please enter it here: |
|--|--|---|---|---|---|---|--|
| Clifton <i>Byron C. Skelton,</i> <i>City Manager,</i> <i>931-676-3103</i> | Yes | Other (please explain): A name clearing hearing can be requested by an employee, that heard by the City Manager | No | N/A | N/A | N/A | |
| Clinton <i>Roger Houck,</i> <i>City Manager,</i> <i>865-259-1111</i> | Yes | Yes | Yes | Yes | Yes | No | |
| Crossville <i>David Rutherford,</i> <i>City Manager,</i> <i>931-484-7060</i> | Yes | Yes | Yes | No | | Yes (please explain): Personnel Review Board | |
| Eagleville <i>Andrew Ellard,</i> <i>City Manager,</i> <i>615-274-2922</i> | Other (please explain): Charter requires certain positions be hired by & serve at will of city council - PD Chief, FD Chief, Recorder as examples. The city is also undergoing a review of the charter for potential updates with this being one such area that may see suggested change to bring all department heads more clearly under the direction and hiring/firing authority of the CM. | Yes | Yes | Yes | Yes | Yes (please explain): The Charter allows for employees removed by the CM to appeal to the city council. | |

| Municipality | Does your city manager have sole hiring and firing/termination authority for your city? | Do you have a disciplinary appeals process in your personnel manual? | Does your process include an appeals hearing? | Does your city manager conduct the hearing? | Does your manager follow a specific process to prepare for the hearing? | Is there a further appeal beyond the city manager (i.e. your Board or another panel)? | If there is any other information about your city's disciplinary appeals process that you would like to share, please enter it here: |
|---|---|--|---|---|---|---|---|
| Elizabethton <i>Jerome Kitchens,</i> <i>City Manager,</i> <i>423-542-1507</i> | Yes | Yes | Yes | No | N/A | Yes (please explain): Personal Advisory board to determine if process is followed | |
| Etowah <i>Matthew Gravley,</i> <i>City Manager,</i> <i>423-263-2202</i> | Other (please explain): Yes but he can delegate to department heads | Yes | Yes | Yes | Yes | No | The Human Resources Director is ALWAYS present in disciplinary actions and appeals. Department heads and Human Resource Director generally conduct disciplinary action. City Manager and Human Resource Director conduct appeals. |
| Forest Hills <i>Amanda K Deaton-Moyer,</i> <i>City Manager,</i> <i>615-372-8677</i> | Yes | Yes | No | N/A | N/A | N/A | |
| Harriman <i>Angela Skidmore,</i> <i>City Clerk,</i> <i>865-882-9414</i> | Yes | Yes | No | N/A | N/A | N/A | |
| Jefferson City <i>John B. Johnson,</i> <i>Jefferson City,</i> <i>865-475-9071</i> | Yes | No | No | N/A | N/A | N/A | |

| Municipality | Does your city manager have sole hiring and firing/termination authority for your city? | Do you have a disciplinary appeals process in your personnel manual? | Does your process include an appeals hearing? | Does your city manager conduct the hearing? | Does your manager follow a specific process to prepare for the hearing? | Is there a further appeal beyond the city manager (i.e. your Board or another panel)? | If there is any other information about your city's disciplinary appeals process that you would like to share, please enter it here: |
|---|---|--|---|---|---|---|--|
| Johnson City <i>Pete Peterson,</i> <i>City Manager,</i> <i>423-434-6002</i> | Yes | Yes | Yes | No | N/A | No | The final appeal is to the City Manager, hearings and initial appeals are with Department Heads and HR Director. |
| Kingston Springs <i>Mike McClanahan,</i> <i>City Manager,</i> <i>615-952-2110 Ext. 15</i> | Yes | No | No | N/A | N/A | N/A | Procedures are established in the work policy for any grievances. |
| Loudon <i>Lynn Mills,</i> <i>City Manager,</i> <i>865-458-7518</i> | Yes | Yes | Yes | Yes | No | Yes (please explain): Civil Service Board | |
| Maynardville <i>Jack Rhyne,</i> <i>City Manager,</i> <i>865-992-3821</i> | Yes | Yes | No | N/A | N/A | N/A | |
| Millersville <i>Caryn Miller,</i> <i>City Manager,</i> <i>615-859-0880</i> | Yes | Other (please explain): City Manager is final | Other (please explain): City Manager can have hearing | | | | If it is related to anything other than personnel issues, employees can appeal general operational decisions to the City Commission. |
| Mt. Juliet <i>Kenny Martin,</i> <i>City Manager,</i> <i>615-754-2552</i> | Yes | Yes | Yes | Yes | Yes | Yes (please explain): Only for Department Heads | N/A |

| Municipality | Does your city manager have sole hiring and firing/termination authority for your city? | Do you have a disciplinary appeals process in your personnel manual? | Does your process include an appeals hearing? | Does your city manager conduct the hearing? | Does your manager follow a specific process to prepare for the hearing? | Is there a further appeal beyond the city manager (i.e. your Board or another panel)? | If there is any other information about your city's disciplinary appeals process that you would like to share, please enter it here: |
|---|---|---|--|---|---|---|--|
| Norris <i>Tim Hester, City Manager, 865-494-7645</i> | Yes | Yes | Yes | No | N/A | Yes (please explain): Council | |
| Oak Ridge <i>Mark Watson, City Manager, 865-425-3550</i> | Yes | Yes | Yes | Yes | No | Yes | |
| Orlinda <i>Kevin Breeding, City Manager, 615-654-3366</i> | Yes | Other (please explain): Our manual only contains provisions for a "Name clearing" hearing upon termination. See below for details | Other (please explain): Terminated employees may request a "Name clearing hearing". See below for details. | | | | Terminated employees have the right to a "Name clearing hearing" but that hearing shall not be conducted to provide an employee any property rights or continued employment once the City Manager has ruled that the employee is terminated. This name clearing hearing is solely to let the employee makes statements that he/she feels may clear their name. Hearing must be requested by terminated employee. |
| Paris <i>Kim Foster, City Manager, 731-641-1402</i> | Yes | Yes | Yes | No | | No | |

| Municipality | Does your city manager have sole hiring and firing/termination authority for your city? | Do you have a disciplinary appeals process in your personnel manual? | Does your process include an appeals hearing? | Does your city manager conduct the hearing? | Does your manager follow a specific process to prepare for the hearing? | Is there a further appeal beyond the city manager (i.e. your Board or another panel)? | If there is any other information about your city's disciplinary appeals process that you would like to share, please enter it here: |
|---|---|--|---|---|---|---|--|
| Shelbyville Jay Johnson, City Manager, 931-684-2691 | Yes | Yes | Yes | Yes | Yes | No | |
| Signal Mountain Boyd Veal, Town Manager, 423-886-2177 | Yes | Yes | Yes | Yes | Yes | No | |
| South Fulton D. Craig, City Manager, 731-479-2151 | Yes | No | Other (please explain): N/A | | | | According to policy, City Manager could delegate termination authority to department head. |