



Department of Human Resources

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Donald R. McIlroy
Mayor

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Director

CITIZEN OR INDIVIDUAL CONCERN OF EMPLOYEE SERVICE OR CONDUCT

It is the policy of the City of Circleville Department of Human Resources to politely receive and investigate concerns regarding this organization and/or its personnel. The objective of this policy is to provide persons with a fair and effective avenue for redress of their legitimate grievances against the City of Circleville or its personnel, to protect employees from false allegations of misconduct, and to provide persons and City personnel with due process safeguards.

The City of Circleville seeks to maintain its organizational integrity and that of its personnel. It is committed to providing services that are effective, efficient, fair and impartial. The City does not condone or excuse any acts of misconduct committed by its employees.

Concerns alleging employee misconduct will be accepted from any source whether made in person, by postal mail, e-mail, fax or telephone. Individuals are encouraged to make their concern in person in order to be complete and as thorough a report as possible.

Concerns may be filed on an anonymous or non-anonymous basis:

You may choose to file this concern on an anonymous basis. You should be aware that the results of the investigation could be affected by making your concern anonymous. Because the accused has certain rights, statements by an anonymous complainant are not admissible in themselves and must be corroborated by another source.

Human Resources will notify the individual of the disposition as warranted, on a case-by-case basis and as determined by the disposition and/or its findings.

Individuals may appeal the disposition to the Mayor.

If you have any further questions on this process, please contact Human Resources. Thank you.

