

## GRIEVANCE PROCEDURE



**Policy.** It is the policy of the Library Board to treat all employees fairly and equitably in matters affecting their employment. Employees who feel that they have not been so treated have a right to present their grievance(s) to appropriate management officials for prompt consideration and equitable decision. The filing of a grievance by an employee will not reflect unfavorably on the employee's standing, performance, loyalty, or desirability to public service and shall be without fear of reprisal.

**Administration.** The Library Board shall supervise and administer the grievance process. The Board is to be informed of all grievances in progress.

**Definition of a Grievance.** A grievance is a formal complaint regarding unsafe working conditions, unjust application of discipline, and/or the unfair application or violation of personnel rules and regulations of the Village or Library.

### Grievance Procedure.

**Step 1.** Whenever possible, grievances should be resolved informally and any employee having a problem with her/ his employment shall first discuss the problem with her/his immediate supervisor or Library Director. If the problem is not settled to the employee's satisfaction within five (5) working days, the employee may present her/his grievance according to Step 2, below.

**Step 2.** If the grievance is not settled by discussion with the immediate supervisor, the employee may submit a written or oral grievance to the Library Board President who shall discuss and attempt to resolve the grievance with the supervisor and employee. The Library Board President shall issue a written decision within five (5) working days to the employee, with a copy to the Library Director.

**Step 3.** If the grievance is not settled by discussion with Library Board President, the grievance should be brought to an impartial hearing officer. This person should be someone not connected with the Library, municipality or someone with direct interest in the case. Suggestions include an attorney, retired judge, or personnel manager of another municipality. This person should be agreeable to both parties. If needed, a minimum of 2 possible candidates will be submitted to both parties for approval.

**Step 4.** If the grievance has not been resolved by discussion with the Library Director, Library Board President or an impartial hearing officer, the employee may appeal in writing to the Library Board, with copies of the appeal to the Library Director. The Library Board shall meet with the employee and the Director to resolve the grievance. The Library Board shall issue a written decision within thirty (30) days, which shall be final. Copies of the decision are to be sent to the employee and the Library Director.

**Time.** Provision for hearing and decision is made to resolve the grievance as soon as possible. However, an extension of time can be made by agreement of both parties.

If an employee does not proceed on to the next step in the grievance procedure within thirty (30) days of receiving notification of the decision of any given step, it will be assumed that the grievance is resolved.

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