

# GRIEVANCE PROCEDURE

A grievance shall be defined as a complaint by an employee or group of employees about an alleged violation, misinterpretation, or inequitable application of the Library's policies, rules, or regulations. The grievance procedure is a way of attempting to resolve such difficulties. The grievance procedure is not to be used for the purpose of settling personal problems between Library employees.

An employee filing a formal grievance shall first submit the grievance in writing to his or her Department Head. The submittal should be clearly labeled as a grievance. The Department Head shall be given five (5) business days from the date of receipt of the grievance to review the grievance and respond to the employee. If the Department Head's response to the grievance is unsatisfactory to the employee, the employee may then appeal to the Library Director.

The appeal of the grievance to the Library Director should be clearly labeled as an appeal of a grievance and indicate the Department Head's response. The Library Director shall be given five (5) business days from the date of receipt of the grievance to review the grievance and respond to the employee. If the Library Director's response to the appeal of the grievance is unsatisfactory to the employee, the employee may then appeal to the Library Board of Trustees.

The appeal of the grievance to the Library Board of Trustees should be clearly labeled as an appeal of a grievance. Except in cases where it is imperative that the grievance be resolved sooner, the Library Board of Trustees shall be given until the first regularly scheduled Board meeting after the meeting in which the grievance was first presented to respond to the employee. The Library Board of Trustees shall be the highest level of internal authority regarding the grievance.

Grievances not settled by the Library Board of Trustees may be subject to Alternate Dispute Resolution or other means as prescribed by law.

All employees shall have the right to submit a grievance without fear of reprisal. However the grievance procedure does not protect employees from warranted disciplinary action.

Latest Revision: November 28, 2005  
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