

Grievance Policy: Staff

All library employees have the right to register a formal complaint regarding established Library rules and regulations, and unsafe or unhealthy conditions or practices. Subjects for complaints are limited to those matters which are financially, legally and practically within the power of the Library organization.

For general matters of complaint:

A. Complaints are to be initially filed in writing with the supervisor, with a copy to the Library Director by the employee. The supervisor will respond in writing within seven (7) business days, with a copy to the Library Director, detailing the manner in which the complaint will be addressed, denying the complaint, or referring the matter to the Library Director.

B. The employee may appeal the decision of the supervisor to the Library Director in writing within seven (7) business days of the decision. The Library Director shall respond to the appeals and complaints in writing within seven (7) business days of receipt detailing the manner in which the complaint shall be addressed, denying the complaint; or referring the matter to the library's Board of Trustees.

C. The employee may appeal the decision of the Library Director to the library's Board of Trustees in writing within seven (7) business days before the next regularly scheduled board meeting, for consideration to be added to the agenda. The Board shall examine all facts of appeals and referred grievances and make a final determination at the next regularly scheduled board meeting. The employee may appear before the Board of Trustees at that time to explain or discuss the issue. The Board of Trustees will make a final determination and written response to the employee within thirty (30) days of receipt.

D. In the event of a possible litigious situation, the board will be advised by the Library Director

For employees filing a complaint regarding their supervisor:

A. If the employee complaint is in reference to their supervisor, they may file the complaint directly with the Library Director, who will review and reply in writing within seven (7) business days of receipt detailing the manner in which the complaint shall be addressed, denying the complaint; or referring the matter to the library's Board of Trustees.

B. The employee may appeal the decision of the Library Director to the library's Board of Trustees in writing within seven (7) business days before the next regularly scheduled board meeting, for consideration to be added to the agenda. The Board shall examine all facts of appeals and referred grievances and make a final determination at the next regularly scheduled board meeting. The employee may appear before the Board of Trustees at that time to explain or discuss the issue. The Board of Trustees will make a final determination and written response to the employee within thirty (30) days of the board meeting.

For employees filing a complaint regarding the Library Director:

A. If the employee(s) complaint is in reference to the Library Director they may file the complaint directly with the Board President and Vice President of the Library's Board of Trustees, who will review and reply in writing within seven (7) business days of receipt detailing the manner in which the complaint shall be addressed, denying the complaint; or referring the matter to the library's Board of Trustees.

B. The employee may appeal the decision of the President and Vice-President to the library's full Board of Trustees in writing within seven (7) business days before the next regularly scheduled board meeting, for consideration to be added to the agenda. The Board shall examine all facts of appeals and referred grievances and make a final determination at the next regularly scheduled board meeting. The employee may appear before the Board of Trustees at that time to explain or discuss the issue. The Board of Trustees will make a final determination and written response to the employee within thirty (30) days of the board meeting.

There will be no retaliation or reprisal against any employee for filing a complaint.