Grievance Procedure Sample Policy Template

**Employee Grievance**

A grievance is a formal complaint from a Library employee regarding working conditions, the application of discipline, or the violation of personnel rules or regulations of the Library or applicable rules and regulations of the City of \_\_\_\_\_\_. It is Library policy to treat all employees equitably and fairly in matters affecting employment.

**Formal Grievance Procedure**

Before the start of any formal grievance, an employee should discuss the problem with their supervisor. If the problem is not settled to the employee's satisfaction, the employee may then begin the formal grievance procedure. A formal grievance by an employee shall be handled as follows:

If the grievance is not settled to the employee's satisfaction at any point in the process, the employee may take the grievance to the next step by filing the grievance in writing. Those reviewing the grievance at each stage shall present their response in writing to the employee.

The employee shall submit grievances to the following in the order listed:

1. Section Supervisor
2. Assistant Director
3. Director
4. Library Board Personnel Committee
5. Full Library Board

In those cases when the grievance concerns the actions of an individual in the line of authority, the employee is to first discuss the problem with and, if necessary, present the grievance to the next higher authority.

The following schedule will be observed for each step of the procedure: The employee has ten working days from the date of the event in question to file a written grievance. The employee must be given a scheduled meeting to discuss grievance in ten working days of receipt of the written grievance, except that the full Library Board need only schedule a meeting with the employee as part of the next regularly scheduled Library Board meeting. The employee must receive a written response within five working days after the meeting.

At each stage after the initial meeting with the supervisor, the employee may be accompanied by another Library employee of their choice. At any meetings with the Library Board Personnel Committee and full Board, the employee may also be accompanied by an individual of their choice from outside the library staff.

The determination of the full Library Board shall be final.