Pine Plains Free Library (Personnel Handbook)

**Grievance Procedure**

Every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

* If possible, discuss the problem with the Director. In the case of the Director having a concern, this should be discussed with the Trustee Board President.
* If the Director is part of the problem, or if the Board President is part of the Director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the Director, who will deliver the statement to the Board President. The Board President will, in turn, present the concern, during closed session, to the full Board at the next or a special Board meeting.
* The Board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.