

Policy: Grievance Policy

Approved: 12/17/2015

Amended: 1/18/18

Reviewed: 1/18/18

All employees of the Bristol Public Library are encouraged to first take concerns or complaints to his/her supervisor. Should the issue not be resolved at this point, the employee may file a formal written grievance with the Executive Director within 5 business days of the supervisor's reply to the complaint.

Upon receipt of the formal written grievance, the Executive Director has 5 business days to respond to the complaint in writing. (Official grievance form found on page 2 of this document.)

If the employee is not satisfied with the response of the Executive Director, the complaint may then be escalated to the Board of Trustees. The Executive Director will place the grievance on the agenda for the next regular meeting of the Board of Trustees. The employee may be present at this meeting, should he/she choose to attend. If the meeting falls during the employee's scheduled work time, concessions must be made to allow the employee to be present at the meeting. At this time the Board of Trustees will review the complaint in Executive Session and make a written decision within 5 business days. The decision of the Board of Trustees will be final.

Examples of grievable issues include, but are not limited to:

- Disciplinary actions including dismissal, demotions and suspensions.
- The application of personnel policies or procedures.
- Possible acts of retaliation by a supervisor or another employee for any reason.

Examples of non-grievable issues include:

- Assignments given to the employee which fall directly in line with the employee's job description.
- Termination, layoff, or suspension of duties due to lack of work or job abolition.
- Complaints which go against established policies or procedures as established by the Bristol Public Library Board of Trustees.

Grievance Form

Instructions: Please fill out the form below with as much information as you can provide. If you need additional space, please attach additional pages to this form. Questions can be directed to the Executive Director or, in cases of grievance with the Executive Director, the President of the Board of Trustees.

Name:

Date:

Explanation of Grievance: