

*GRIEVANCE PROCEDURE*

Policy Adopted: 03.10.2021

Review Date: 2024

The Board recognizes the need for an employee grievance policy to cover all employees to ensure that any complaint/grievance will receive prompt and fair consideration.

Represented employees (CSEA) must follow Article 7/Grievance Procedure as outlined in the Agreement between the Liverpool Public Library and the CSEA, Local 1000, AFSCME, AFL-CIO for resolution of disputes concerning the interpretation, application, or claimed violation of a specific term or provision of the previously mentioned Agreement.

Non-Represented Employees shall use the following procedure. This procedure is an informal process involving the employee and appropriate management representative(s) outlined below.

**Step 1**

The employee shall present his or her grievance/complaint to the Director, in writing, within 15 days following the date on which the employee knew or should have known of the act or omission, giving rise to the grievance/complaint. The Director shall reply to the employee, in writing, within five (5) days of the date the grievance/complaint was received and acknowledged by the Director.

The exception is that if the Director is the subject of the grievance or complaint, the employee shall present his or her grievance/complaint to the President of the Board of Trustees.

**Step 2**

In the event that the employee wishes to appeal the Director's decision an appeal can be made to the President of the Board of Trustees. The President may conduct fact-finding and present the complaint to the entire board during an executive session at a scheduled Board meeting. The Board shall issue a written decision within 20 days of the date of the executive session during which the grievance/complaint was presented to the Board of Trustees.

The decision rendered by the Board of Trustees will be considered the final action on the grievance/complaint. A record of the decision will be made and filed with all other pertinent information related to the grievance/complaint in the library's personnel office.