

POLICY TITLE: Employee Grievance

ADOPTION/LAST REVISION: Adopted 4-12-88, Reviewed 1-11-94, 4-9-02

A. Policy: It is the policy of the Marshfield Public Library to treat all employees fairly and equitably in matters affecting their employment. Each employee who feels aggrieved has a right to present a grievance to the library for prompt consideration and resolution. The filing of a grievance by an employee will not reflect unfavorably on an employee's standing, job performance, or loyalty, and shall be without fear of reprisal.

B. Definition of a Grievance: A grievance is a formal complaint regarding the application of personnel policies and procedures; disciplinary action taken against an employee which is arbitrary or capricious; or unsafe working conditions.

C. Grievance Procedure: Grievances shall be filed within ten (10) working days from the date of the infraction or from the date it became known to the employee. The steps in the grievance procedure are:

1. Employee discusses the matter orally with his/her immediate supervisor. The immediate supervisory shall conduct a complete review of the facts and respond to the employee within ten (10) working days.
2. If the matter is not resolved, the employee may summarize the grievance in writing and submit it to the library director. The library director shall review the matter and prepare a written answer within ten (10) working days.
3. If the matter is not resolved, the employee may submit a written appeal to the Library Board of Trustees. The board shall review the appeal at its next regular meeting. At this meeting the employee shall be given full opportunity to present the facts of the matter and any statement in support of his/her position.
  - a. The Board of Trustees shall act on the grievance within twenty-one (21) calendar days.
  - b. The Board of Trustees shall prepare a written decision which shall be given to the employee.

D. Settlement of a Grievance: A grievance shall be considered settled at the completion of any step in the procedure if the matter is not appealed to the next step of the grievance procedure within five (5) working days after the grievant is provided a response.

E. Employee Representation: An employee is entitled to a representative of his/her choice at each step of the grievance procedure at their own cost.

Reference: City Policy 3.320 Employee Grievance Policy