



Taber Public Library Policy Manual

Personnel Policy: Grievance

PURPOSE:

Personnel Policy and Procedures for the Taber Public Library.

POLICY:

1. Employees having a grievance from the interpretation, application, operation, or alleged violation of the employment policy, or a grievance arising from their annual performance evaluation, shall attempt to resolve the matter by taking appropriate professional steps.

GUIDELINES:

1. Aggrieved employees shall; (1) first discuss the subject of the proposed grievance with the Library Manager (if the aggrieved employee is the Library Manager, then; (2) discuss the matter with the Board Chair or Vice Chair should the Chair currently be sitting on the Staff and Personnel Committee) verbally in an attempt to resolve the matter.
2. If employee is not satisfied then the grievance should be made in writing to the Library Manager within ten (10) days of the alleged occurrence of the grievance, or receipt of the performance evaluation (if employee is the Library Manager, then this action shall be taken to the Board Chair and/or Vice Chair). The Library Manager, Board Chair and/or Vice Chair shall give a reply to the aggrieved in writing within seven (7) days of receiving it.
3. If the grievance cannot be resolved satisfactorily in this manner, either party may within thirty (30) days, bring the grievance before the Board through a written grievance
4. The Board shall convene an ad-hoc committee of not less than three (3) members of the Board, one of which shall be Chair and/or Vice Chair, which shall deal with the grievance, or, in lieu, the Board may deal with the issue directly.

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