



Grievance Procedures

Policy

Grievances are to be addressed through the appropriate channels as follows:

1. Supervisor
2. CEO
3. Chair of the Finance and Personnel Committee
4. The Executive Committee of the Chinook Arch Regional Library Board

Definitions

A grievance is any dispute, disagreement or difference arising between employees and the employer. A terminated employee or an employee who has voluntarily resigned may not submit a grievance under this Policy.

Procedures

1. Personnel having a grievance shall first meet and discuss the matter with their supervisor. If the issue is not resolved, the employee shall notify the CEO in writing within 10 working days of the meeting.
2. The grieving employee(s), the supervisor, and the CEO shall discuss the written grievance. The decision of the CEO shall be given in writing to the employee(s) and the Supervisor within ten working days of the date of the meeting.
3. If the employee(s) is not satisfied with the decision of the CEO, the written grievance may be submitted to the Chair of the Finance and Personnel Committee by the employee(s) within ten working days of receiving the CEO's response. The CEO will prepare a report on the grievance submitted and the results of the previous meetings and will submit it, along with any written statement of the employee(s), to the Chair of the Finance and Personnel Committee for consideration. The Chair of the Finance and Personnel Committee may appoint one or more members of the Finance and Personnel Committee to hear the grievance and shall respond to the employee(s) in writing within ten working days.
4. The Executive Committee of the Board is designated as the final Appeals Committee. The employee(s) shall have 10 working days after receiving the decision of the Finance and Personnel Committee to request that the grievance be presented to the Executive Committee of the Board. The Chair of the Finance and Personnel Committee and the CEO will prepare a history of the grievance and present it to the Executive Committee of the Board for consideration. The Executive Committee of the Board shall render a decision on the grievance with or without a hearing within 30 days of considering the grievance. When the Executive Committee of the Board has rendered its decision the CEO will submit the decision to the employee(s). The decision of the Executive Committee of the Board is final and binding.

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