

# Grievance Procedures

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## Policy

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

1. Supervisor
2. CEO
3. 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 10 working days of the date of the meeting.
3. 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 CEO to request that the grievance be presented to the Executive Committee of the Board. 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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