

Grievance Policy

A grievance is a type of problem, concern or complaint related to the library work environment. A grievance may be about an act, omission, situation or decision that an employee thinks is unfair, discriminatory or unjustified.

Procedures:

1. A Grievance by an employee should be submitted to the library director. The director will attempt to settle the grievance in accordance with library policy and procedures within the operational and philosophical objectives of the library.
2. The director will report the grievance and how it was resolved to the board of trustees at their next scheduled meeting during closed session. If deemed necessary, changes in policy to avoid similar grievances will be discussed at that time.
3. Should the employee not feel confident in submitting the grievance to the director, or feel that the director was not able to settle the grievance to their satisfaction; the employee may submit the grievance to the Morgan County Library Board president. The Morgan County Library Director will be notified of the grievance.
4. The grievance should be submitted to the board president in writing no more than 30 days following the event or events resulting in the grievance.
5. The Grievance should include but is not limited to;
 - Date of the instance/situation causing the grievance to occur.
 - The specific grievance.
 - Copies of any documents that apply to the grievance.
 - Names of others that may be involved in the grievance or may have information about it.
 - The Grievance must be signed and dated by the employee submitting.
6. The board president will schedule an executive session (closed session) meeting of the board of trustees to address the grievance as soon as a quorum can be reached and all persons deemed essential by the board president to the meeting are able to attend. The employee may be asked to attend as well as others mentioned in the grievance.
7. An executive session meeting public notice will be posted a minimum of 24 hours before the scheduled meeting.
8. During the meeting the board of trustees will gather all pertinent information and views regarding the grievance. All persons requested to attend will have opportunity to have the floor but may also be admitted in and out of the meeting at the board's discretion. The board may make a decision on the grievance at this meeting or may adjourn for further investigation or counsel, in which case another executive session meeting will be scheduled with all the expedience fairness and justice in the grievance will allow. This procedure will continue until the grievance is settled by the board or the employee is advised to seek outside counsel.

Approved by Library Board of Trustees on June 9, 2016