

HR 106 Grievances

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Policy:

An employee of The County of Prince Edward Public Library may file a grievance in the event of dissatisfaction or complaints concerning working conditions, salary, work load, or interpersonal conflicts.

Procedures:

1. The employee should discuss the complaint with the CEO, who shall make every effort to resolve the complaint immediately.
2. If the problem is still unresolved in a reasonable time, the employee should put the complaint in writing and submit to the CEO.
3. An employee who has exhausted the provisions and suggestions above and who still feels that the complaint is unresolved, should direct the grievance in writing to the Library Board.

Upon receipt of the grievance, the Library Board may grant a hearing of all the parties involved. If a hearing is scheduled, a full and open discussion of the complaint is necessary to resolve all differences. The Library Board shall notify all parties involved in writing of its decision concerning the grievance.