



Grievances

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The Rowan County Public Library (“the Library”) strives to ensure that all employees are treated fairly. A staff member who believes that they have been treated unfairly may choose to write a letter of grievance to the Board of Trustees. Employees may also choose to request a hearing before the Board. In either case, employees are expected to seek resolution through appropriate supervisory channels within the Library before bringing a concern to the Board. If the grievance is with the Executive Director, staff members may proceed with the procedure outlined below.

LETTERS OF GRIEVANCE

All employees may communicate a grievance to the Board at any time. Such letters must be signed and must include:

- Any written communication between the aggrieved employee and their supervisor concerning the matter; and
- the aggrieved employee’s written communication with the Executive Director giving notice of the concern; and
- the Executive Director’s written response to the concern.

Grievance letters should be addressed to the president of the Board of Trustees. A copy of any letter of grievance must be sent to the Executive Director. The president of the Board will reply within thirty (30) days. The grievance letter and the Board’s reply will become a part of the aggrieved employee’s personnel file.

GRIEVANCE HEARINGS

Before a grievance hearing will be granted by the Board, a member must produce evidence that they have attempted to resolve the matter within the Library’s established organizational structure. All such attempts must be documented in writing and include:

- Any written communication between the aggrieved employee and their supervisor concerning the matter; and

- the aggrieved employee's written communication with the Executive Director giving notice of the concern; and
- the Executive Director's written response to the concern.

An aggrieved employee's written request for a hearing before the Board must:

- Clearly state the issue that will be discussed with the Board; and
- establish that no reasonable and satisfactory solution has been reached; and
- suggest a reasonable solution for the Board to consider.

If a grievance hearing is granted, the aggrieved employee must appear before the Board of Trustees at the next regularly scheduled meeting. If the aggrieved employee intends to provide witnesses, the names of such witnesses must be communicated to the president of the Board no later than three (3) calendar days prior the meeting.

Grievance hearings will be limited to a maximum of thirty (30) minutes unless further allowance of time is requested in writing at least three (3) calendar days prior to the meeting. The hearing may be curtailed by the president of the Board at any time.

Grievance hearings concerning personnel matters may be held in an open or closed session, at the discretion of the Board.

Following the hearing, the president of the Board of Trustees will provide a written response to the aggrieved employee within thirty (30) days. Any decision or response by the Board is final.