

Grievance Procedure Policy

Seaford Public Library

The Library believes that most employee grievances can be fairly resolved through forthright discussion with their supervisor. In those instances where discussions have not successfully resolved the grievance, the employee may initiate a formal grievance.

The procedure herein set forth is designed to help resolve grievances by providing a framework for their resolution, and shall be the sole method and remedy for resolution as defined herein.

Grievance forms shall be provided by the Director's Administrative Assistant and such specified forms must be used in this grievance procedure. A grievance must be filed within 15 business days of the alleged wrongful conduct.

The staff shall select two people who will act as independent observers. An employee with a grievance may choose to have one or the other to be present at the conference with his/her immediate supervisor or with the director.

GRIEVANCE PROCEDURE

Step 1: An employee who feels that he/she has a grievance shall present a written request (see Forms in Use: Grievance Notice) for an informal conference to his or her immediate supervisor; a copy of the request is to be given to the Director. The discussion and resolution of grievances at the initial stage shall be on an oral and informal basis. The supervisor shall meet promptly (within 2 business days) with the grievant following a written request. The immediate supervisor shall consult with their supervisors if appropriate. If the conflict involves the Library Director, the employee may contact the President of the Board of Trustees. If after this meeting with the grievant, resolution of the problem satisfactory to both is achieved, the employee and the supervisor will so acknowledge by signing the Grievance Notice in the space provided on the form. The occurrence of the fact, actions or allegations which gave rise to the grievance shall not thereafter form a basis for a continued or subsequent grievance action. If the employee believes their grievance has not been satisfactorily resolved at the first stage such employee may proceed to the second stage and this will be indicated on the form by the supervisor. The completed signed Grievance Notice shall be given by the supervisor to the Director.

Step 2: If the grievance has not been satisfactorily resolved at Step 1, an employee may present the matter to the Director within 5 days after the procedures in Step 1 have been completed. The employee shall request a review and determination of their grievance by the Library Director or their designee by filing a written grievance utilizing the official form (see Forms in Use: Grievance Action). The Grievance Action both the employee and their immediate supervisor submit to the Library Director or their designee and shall include a written statement setting forth the specific nature of the grievance outlining the details of the grievance, including any rules(s) violated, date(s) of occurrence, date(s) of conference(s) with the supervisor and the remedy requested.

The Library Director shall, upon request of the employee, hold an informal meeting at which time the employee may appear and present oral and written arguments. The Director will meet promptly (within 3 business days) with the grievant. The Final determination of this stage of the grievance procedure shall be made by the Library Director or their designee. Subsequent to this meeting, the Director shall carefully consider the matter and notify the grievant of his or her decision, in writing, within 10 days. The Library Director should document any discussion and commit documentation to the employee's file.

Step 3: If an employee is still not satisfied s/he may appeal the decision and apply for a hearing before the Board of Trustees. Application for a hearing must be made in writing, signed, dated and filed with the Director within 5 days after the notification of the decision provided in Step 2. Upon receipt by the Director of such application, the procedure moves to Step 4.

Step 4: A hearing with a subcommittee of two Trustees designated by the President of the Board, to be attended by the employee, the supervisor, the Director, and any other witnesses, representatives of the employee, the staff, as may be deemed appropriate by the Board, must be held within 30 days after the employee's request for such a hearing has been filed with the Director. (In the event that the 30-day period was to come during July and/or August, the time for scheduling a hearing may be extended to a date sometime not later than in the month of September). The Board of Trustees shall in the conduct of such hearing allow testimony and evidence and shall rule on the admissibility of evidence with or without consultation with the Board's attorney. The employee shall have the right to be represented in the appeal.

A unanimous decision by designated sub-committee of the Board shall be considered a final decision of the Board. The sub-committee shall render a written decision on the case within 10 days after the hearing. Lacking a unanimous decision, the subcommittee will present its findings after the hearing. Lacking a unanimous decision, the subcommittee will present its findings to the full Board of Trustees for resolution in executive session at a special meeting of the Board called within 14 days of the hearing or in executive session at the next regularly scheduled Board meeting, whichever comes sooner. The Board will then render a final decision on the case within 10 days after such meeting. If any decision, in any stage, in the grievance procedure, is not appealed by the employee affected within the time limit prescribed herein for such appeals, the decision shall become final and binding and the occurrence of the facts which gave rise to the dispute shall not thereafter form a basis of grievance between the parties hereto.

In measuring time under this grievance procedure, a business day shall mean a weekday between the hours of 9:00am – 4:00pm on which the library is open for business. A record of grievances will be kept by the Director's Administrative Assistant indicating the name of the employee filing the grievance, his or her department and supervisor, the step reached in the grievance procedure and the final outcome.

Adopted by the Board of Trustees: Sept. 15, 1998
Revised: May 8, 2023