

PURPOSE: The comprehensive, efficient and effective resolution of workplace concerns is a priority of the City of Brooks Library Board. This policy endeavors to set guidelines to that end.

1. Definition of a Grievance: Any difference concerning the interpretation, application, operation, or alleged violation of Brooks Public Library's bylaws, policies, or code of conduct. In any case where provincial or federal regulation conflict, said regulations will supersede the library's.
2. Pre-Grievance Discussions
 - 2.1. Discussion between the aggrieved parties and the Library Manager should occur in an effort to resolve the difference prior to proceeding to the grievance procedure.
3. Grievance Procedure
 - 3.1. Aggrieved employees shall, within fourteen (14) calendar days of the occurrence of the grievance, submit a written grievance to the Library Manager. The Library Manager shall make a decision in regards to the grievance and shall provide this decision, in writing, to the aggrieved within fourteen (14) calendar days of receiving the written grievance.
 - 3.2. If the grievance cannot be resolved satisfactorily in this manner, either party may, within fourteen (14) calendar days, submit the written grievance to Brooks Library Board's Human Resources & Finance Committee. The Committee may choose to appoint two (2) or more board members to investigate and conduct interviews. The Committee or its designates shall render a decision with respect to the grievance within thirty (30) calendar days of the submission of the grievance.
4. Grievance Procedure: Library Manager
 - 4.1. If the aggrieved employee is the Library Manager or the grievance specifically pertains to the conduct of the Library Manager, the employee shall, within fourteen (14) calendar days of the occurrence of the grievance, submit a written grievance to the City of Brooks Library Board's Human Resources & Finance Committee. The

Approved by: _____

Board Chair

Date Approved: June 28th, 2021

Committee may choose to appoint two (2) or more board members to investigate and conduct interviews. The Committee or designates shall review the grievance and make a recommendation to the Library Board within fourteen (14) calendar days of receiving the written grievance. The Board shall then render a decision with respect to the grievance within thirty (30) calendar days of receiving the Committee's recommendation.

5. All grievance procedures and decisions will be documented in committee and board meeting minutes. The Resolution Notification (Attachment A) must be signed by all involved parties. It is recommended that personal documentation be retained by those involved in the investigation.

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Attachment A – Resolution Notification

Date of HR&F Committee review of written complaint:
Complaint Summary:

Names of Designates assigned to investigation:
Listing of interviews conducted:

Findings:

Prescribed Resolution:

Complainant: _____

HR&F Chair or Designate: _____

Board Chair: _____

Others (as required):

Signatures here indicate that individuals have been notified of resolution and do not necessarily imply agreement with the decision

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