

## GRIEVANCES

A “grievance” is defined as a disagreement raised by an employee with his or her supervisor or with the Library, involving the interpretation or application of a specific employment policy that the employee believes has, or may have, an adverse impact on him or her. The library believes in dealing proactively with such disagreements.

### I. Civil Service Employees

Civil Service employees are governed by relevant sections of the Civil Service Rules of the City of Urbana.

### II. All Other Employees

1. An employee who believes (s)he has a grievance shall first discuss the matter personally with his/her immediate supervisor within fourteen (14) calendar days after the occurrence of the matter in question. It shall be the objective of both parties to resolve the matter in this informal way.

2. In the event that the grievance is not resolved in this informal manner, the aggrieved employee may file an appeal in writing to the Executive Director, but must do so within seven (7) calendar days after the discussion with the supervisor. The appeal should state the nature of the grievance, relevant information related to the grievance, the supervisor’s response, the reason the employee believes the response was unsatisfactory, and the requested relief.

3. The Executive Director, after investigating the matter, shall make a ruling on the grievance and will notify the employee of such in writing within seven (7) calendar days after receiving the employee’s written appeal.

4. In the event that the employee is still dissatisfied, (s)he may make a written appeal to the Library Board. A duplicate copy of the request to be heard by the Library Board must be sent simultaneously to the Executive Director. The appeal will generally be considered within the next two (2) regularly scheduled meetings of the Library Board. The Library Board may render its decision in said grievance with or without a hearing. If a hearing is held, the Library Board may request the employee to be present. The grieving party may bring an advocate. The decision of the Library Board will be final and binding.

Adopted December 8, 1992

Revised March 10, 2015