

| STATEMENT OF POLICY AND PROCEDURE | | | |
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| Section: | NLLS Employee(s) | Effective: | May 13 2017 |
| Chapter: | Code of Ethics | Page(s): | 2 |
| Subject: | Grievances | Revised Date: | Sept 8, 2018 |
| | | | Sec 1, 3Q |
| | | Reviewed: | July 23, 2018 |

GRIEVANCES

1. Grievances are to be addressed through the appropriate channels as follows:
 - a. Supervisor and/or Department Manager ~~Human Resources~~
 - b. Executive Director
 - c. Chair of the Grievance Committee
 - d. The Executive Committee of the Northern Lights Library System Board excluding the Vice Chair

2. Grievance Committee makeup will consist of five (5) members:
 - a. NLLS Vice Chair
 - b. Four (4) Members of the NLLS Board (one from each zone/non-Executive)
 - c. Each Zone shall appoint an alternate.

3. The Chair of the Committee will be chosen from among the five (5) members with voting rights and may or may not be NLLS Vice Chair.

4. A grievance is a dispute, disagreement or difference arising from the interpretation of NLLS Policy between employee(s) and the employer. A terminated employee or an employee who has voluntarily resigned may not submit a grievance under this Policy.

5. Personnel having a grievance shall first meet and discuss the matter with their supervisor. If the issue is not resolved, the employee shall notify the Executive Director in writing within five (5) working days of the meeting.

6. The grieving employee(s), the supervisor, and the Executive Director shall discuss the written grievance. The decision of the Executive Director shall be given in writing to the employee(s) and the Supervisor within five (5) working days of the date of the meeting.

7. If the employee(s) is not satisfied with the decision of the Executive Director, the written grievance may be submitted to the Chair of the Grievance Committee by the employee(s) within ten (10) working days of receiving the Executive Director's response.

The Executive Director will prepare a report on the grievance submitted and the results of the previous meetings and will submit it, along with any written statement of the employee(s), to the Chair of the Grievance Committee for consideration. The Grievance Committee to hear the grievance and shall respond to the employee(s) in writing within ten (10) working days.

8. The Executive Committee of the Board is designated as the final Appeals Committee. The employee(s) shall have ten (10) working days after receiving the decision of the Grievance Committee to request that the grievance be presented to the Executive Committee of the Board. The Chair of the Grievance Committee and the Executive Director will prepare a history of the grievance and present it to the Executive Committee of the Board for consideration. The Executive Committee of the Board shall render a decision on the grievance with or without a hearing within fifteen (15) working days of considering the grievance. When the Executive Committee of the Board has rendered its decision the Executive Director will submit the decision to the employee(s). The decision of the Executive Committee of the Board is final and binding.
9. The employee(s) has the right to request to the Executive Director to have a committee member to abstain if they have a conflict of interest with the grievance at hand or are the subject of the grievance.
10. Grievance against the Executive Director see, Whistleblower Policy

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval