

RULES AND REGULATIONS -- PERSONNEL

PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

GRIEVANCES

When an employee considers that he or she has a grievance in connection with working conditions or the interpretation of personnel policies, the employee shall present the grievance in writing to the General Manager. The General Manager shall record that a grievance has been submitted and note such grievance on an approved incident form. He/she will then conduct such investigations and hearings as may be appropriate and report the findings and decisions as soon as administratively possible, but no later than 30 working days, to the employee.

The General Manager may, at his or her discretion, bring the matter to the attention of the Board of Trustees. The intent of these procedures is to seek resolution of the complaint at the lowest level of the organization possible, to foster sound interpersonal relations, and to be supportive of open communication between management and employees.

The employee may also request a hearing with the Board of Trustees. The decision rendered by the Trustees shall be final.

The General Manager can file grievances to the Board President or Vice-President, with final review by the Board.

Approved at Board of Trustees Meeting dated: July 12, 2018.

Katie Habegger, President

Joel Janetski, Secretary