

CHAPTER 14: GRIEVANCE PROCEDURE

This chapter and its subparts only apply to unrepresented employees, those which are not represented by a collective bargaining unit.

14-1. Grievance Procedure

- A. This grievance procedure is established for Village employees to provide a process to address the application of these policies and procedures, or problems in the workplace.

- 1. Level 1

- In the event that any employee believes there is a basis for grievance, the employee shall in writing first present the grievance with his/her immediate supervisor within five (5) working days after the grievance is alleged to have occurred or when the supervisor should have gained knowledge of the occurrence. The grievance must include what Policy and Procedure the employee feels has been violated and the remedy sought. The supervisor will then respond to the employee within five (5) working days.

- 2. Level 2

- Any grievance which cannot be satisfactorily settled in Level 1 should be presented in writing to the employee's department head within five (5) working days after receipt of the answer in Level 1. The department head shall meet with the employee within ten (10) working days of the appeal to Level 2, and within five (5) working days after this meeting render a written decision on the grievance.

- 3. Level 3

- Any grievance which cannot be satisfactorily settled in Level 2 may be presented in writing to the Village Manager or designee within five (5) working days after receipt of the answer in Level 2. The Village Manager or designee will meet with the employee within ten (10) working days of the appeal to Level 3. Upon appropriate review of the matter, the Village Manager shall render a decision in writing within five (5) working days after this meeting, and such decision shall be final.

- B. The date of filing a grievance shall be determined by the date it is received by the supervisor or his/her designee. The Grievance will be initialed and dated by the supervisor upon receipt. The same procedure shall be applied to the progression of the grievance to Levels 2 and 3.
- C. If the Village fails to respond in any level within the time frame allotted, it will be considered a denial of the grievance.
- D. It is understood that in Levels 2 and 3 the Village and the employee may jointly elect to meet during non-work hours or a meeting may extend into non-working hours.