

# SH 500 Rights of Employees

## SH 520 Grievance Policy

*Adopted: 2/81, Revised 12/02, 7/06, 9/07, 12/15*

### Policy

The Grievance Policy serves to assure employees that their grievance issues will be considered fairly and without undue delay, and that any employee who presents a complaint in good faith shall be free from restraint or reprisal.

### Regulations

1. A grievance can be filed for the following work related issues:
  - a. demotions
  - b. suspensions
  - c. terminations
2. All full-time and designated part-time FTE (i.e., one-half time, three-fourths-time, etc. and budgeted in Account 101) employees with at least six months' service in the system shall have the right to appeal through the proper grievance channels on matters which directly affect them. Employees must follow procedures outlined on SH 520.1 Grievance Policy-Procedures.
3. If the grievance concerns a termination, the affected individual's employment status with the library system will be terminated. However, if the final decision in the grievance procedure is rendered in favor of the grievant, the individual shall be reinstated with no loss of salary, fringe benefits or seniority to that employee as follows:
  - a. The individual opted for continuation of coverage under COBRA, made timely premium payments as required by COBRA, and returns to active employment within the eighteen (18) months of COBRA eligibility, the individual will be reinstated to the Employee Benefit Plan and other such insurance plans as may be provided by the library system. The library's share of insurance premiums will be reimbursed to the individual only if the final decision favors reinstatement of the grievant.
  - b. If the individual opted not to have COBRA continuation of coverage, for whatever reason, or failed to make timely premium payments as required by COBRA, the reinstated employee will be treated as a new hire and subject to all provision of the Employee Benefit Plan for new employees.
4. No action will be taken against an employee for filing a grievance in good faith, even if any facts alleged in the grievance are not confirmed by subsequent investigation.