

SH 500 Rights of Employees

SH 520 Grievance Policy

Adopted: 2/81, Revised 12/02

Purpose

It is the purpose of the Grievance Policy and Procedure to assure employees that their work-related problems or disagreements shall 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. The policy is designed primarily to promote reaching the right decision rather than determining who is "right" or who is "wrong."

Policy and Procedure

All full-time and designated part-time FTE (i.e., one-half time, three-fourths-time, four-fifths-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. Personnel actions such as pay increases, promotions, demotions, performance evaluations, transfers, suspensions, terminations and reprimands may be subjects for appeal.

If the grievance concerns a termination, the affected employee shall be on leave without pay until a final decision is rendered. If the final decision is rendered in favor of the grievant, there shall be no loss of salary, fringe benefits or seniority to that employee. While on leave without pay status, the employee will be expected to pay the entire premium for any insurance programs to insure continuity of coverage. The library's share of insurance premiums will be reimbursed to the employee only if the final decision favors reinstatement of the grievant. Failure of the grieving employee to pay the premium during the grievance period may result in cancellation of coverage.