

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-4125 GRIEVANCE

Grievances are defined as disputes arising between the Library and an employee. Most employees are covered by the Union Contract and the Grievance Procedure spelled out in Article VII. Employees who are not a part of the bargaining unit (Division Heads, Branch Librarians, Administrative Assistant, Maintenance Services Manager, Grade 1 Pages) may follow a similar procedure, except in some cases, a complaint against the supervisor may be a complaint against the Director, eliminating a step in the process. Exempt employees are not represented by the Union.

A grievance may also arise between the Library and the Union which concerns the interpretation, application or claim of breach or violation of the Union Contract, or Board Policy applicable to bargaining unit employees.

The grievance procedure usually consists of four steps: Discussion between the employee and the supervisor; Appeal to the Director; Referral to the Library Board of Trustees; and Arbitration.

Policy adopted June 23, 1988, Policy revised 10/27/09