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**Procedure Title:** Employee Grievance  
**Policy:** 1900-15  
**Adopted:** June 26, 2014  
**Amended:**

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## **POLICY STATEMENT:**

The Village of Mannville aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

The purpose of this policy is to resolve problems and grievances promptly and as close to the source as possible.

## **DEFINITIONS:**

**Council Personnel Committee:** 3-member committee consisting of Village Council to be assigned on an annual rotating basis.

**Grievance:** is defined as a specific complaint, with formal notice of employee dissatisfaction related to inadequacy of job requirements, work conditions or other aspects of employment.

## **GUIDELINES AND PROCEDURES:**

- Complaints must be fully described by the person with the grievance in writing
- The person(s) should be given the full details of the allegation(s) against them
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to give their side of the story before resolution is attempted
- Proceedings should be conducted honestly, fairly and without bias
- Proceedings should not be unduly delayed

When an Employee thinks any condition affecting the Employee is unjust, inequitable, or creates a problem, the Employee should use the following procedure for a solution without fear of recrimination and without stoppage of work, or refusal to perform work (unless the condition to perform the work is deemed unsafe).

The Employee attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal. *If the matter is not resolved:*

- The Employee notifies the Supervisor in writing as to the substance of the grievance and states the remedy sought. Discussion should be held between employee and any other relevant party. This level will usually be informal, but

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either party may request written statements and agreements. This level should not exceed one week

- The Supervisor must refer the matter to the Chief Administrative Officer. A grievance taken to this level must be in writing from the employee and shall include:
  - The date of the action they are grieving
  - The nature of the Employee's grievance
  - The circumstances from which it arose
  - The remedy or the correction the Employer is requested to make
  - The Employee's view of how policy has been violated
  - The Employee's signature
  - The date of submission
  
- The Supervisor will forward to the CAO any additional information thought relevant. The CAO will provide a written response to the Employee. The CAO will also communicate with any other parties involved or deemed relevant. This level should not exceed one week following the next scheduled meeting. If the matter is not resolved, within fourteen (14) working days, the unresolved conflict must be presented to the Council Personnel Committee of the Village. Council Personnel Committee Members will then:
  - Meet with the Griever privately
  - Meet with the CAO privately
  - Discuss the matter
  - Meet with both the CAO and Griever. Having then followed all of the above steps, every effort will be made to resolve the issue
  - A decision of the Council Personnel Committee with respect to the grievance will be final

A copy of all grievances and resolutions of same to be placed in the respective Employee(s)' personnel file.

If any grievances were to be alleged against the CAO by an Employee, the Employee may take said grievance to the Council Personnel Committee.