

It is recognized that communication of constructive suggestions and problems can contribute significantly to improving the overall quality of work and conditions of employment. It is the District's intent to provide appropriate avenues of communication to meet a variety of needs. It is also the goal of the District to resolve problems and pursue suggestions through an informal process where such a process is in the best interest of the District and its employees. Formal procedures are provided for those situations when the informal process is not appropriate.

A. Employee Communication

Any time an employee has a question, problem or complaint, the employee should do the following:

1. Consult with the employee's immediate supervisor. Generally, the employee and supervisor will be able to resolve the problem.
2. If the problem is not resolved through consultation with the employee's direct supervisor, the employee may request a meeting with the Executive Director to resolve the problem. The final determination will be made by the Executive Director.

B. Grievance Definition

A grievance is a complaint by a regular employee or group of regular employees alleging a violation of a section(s) of the District's policies, employee guidelines, or department rules and regulations which pertain to the terms and conditions of such employment by the District.

C. Grievance Procedure Steps

1. Grievances must be initiated within 30 days of the alleged act and a copy of the grievance provided to Human Resources. The grievance should then be presented by the employee to the employee's supervisor and a request made for time to meet and discuss the grievance. In consultation with Human Resources, the supervisor shall consider the grievance and all relevant information and respond to the employee in a timely manner.
2. If the problem is not resolved at Step 1, the employee shall next request a meeting with the Executive Director. In consultation with Human Resources, the Executive Director will conduct an investigation and review the matter with appropriate persons. The Executive Director shall respond to the employee within 10 working days, unless the response will take longer, in which case the Director will keep the employee informed when the response will be available. The Executive Director's decision shall be final and binding on the parties.

Applicability:

This policy applies to all regular employees of the VPD.