

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 210.1

Subject: Employee Harassment/Grievance Complaint Form

The Crawford County Library System is committed to sustaining a positive work environment in which employees work constructively together. The problem resolution policy and process has been established as a foundation for ensuring that the work environment remains positive.

CONFIDENTIAL

Thank you for bringing your concern to our attention. We will try to promptly resolve your complaint. Feel free to keep in touch during the investigation process. We will, to the extent appropriate, inform you of the results of the investigation. Discussing your concern with the Library Director initially often results in a successful resolution. However, where you believe that the Director has engaged in and/or condoned activities that involve this complaint, you are not required to discuss this matter with the Director. Care will be taken to protect the identity of those making the complaint and of the accused person or persons, except as may be reasonably necessary to successfully complete the investigation.

Have you held a discussion with the Director?

YES _____ DATE _____ NO _____

If there was no such meeting, what was your reason for NOT bringing it to the Director's attention?

If you did discuss this matter with the Director, please state the Director's response to the complaint: _____

COMPLAINT

1. Please state the facts, events and circumstances that initiated filing this complaint. Please give a complete description of the event(s) and statements made. If this is an alleged harassment issue, please give the names of the persons engaging in the alleged harassment, the dates they occurred, witnesses to the alleged harassment, and your response (attach additional sheets, if necessary)

2. Please state the action or change(s) you are seeking in order to resolve this complaint (attach additional sheets, if necessary).

Date: _____ Signature of Employee: _____

3. Within five (5) working days of receiving the complaint, the Director will complete the investigation and prepare a written response. The Director will forward a copy of the response along with a request that the employee sign and date the copy to confirm he or she has received the reply and agrees or disagrees with the Director's plan of action.

4. If the complaint has not been resolved to the employee's satisfaction, the employee can request the complaint be investigated by the personnel chair of the Crawford County Library Board. The decision and recommendations made by the personnel chair will be final.

ADOPTED: April 10, 2003
REVIEWED: December 11, 2014
AMENDED: December 11, 2014