



Grievance Policy and Procedures

Except as otherwise set forth in a relevant collective bargaining agreement, if any, this grievance process constitutes a sole and exclusive means of resolving grievances Town employees may have regarding the improper application of a Town work rule, directive or employee policy.

Unless under suspension, employees will, at all times, continue to work as directed by the Town. Settlements of the controversy at any step in the grievance procedures shall be binding on all parties, including the employee making the complaint. The settlement of a grievance in any case shall not be made retroactive for a period exceeding five (5) days prior to the date the grievance was first presented in writing.

If an employee feels that he/she/they has been unfairly disciplined or that the Town has failed to follow the provisions of any employment agreement, contract, or provisions of this manual, he/she/they may approach his/her/their supervisor or the individual who made the decision being grieved to attempt to resolve the situation. If this informal step does not resolve the issue(s), the following steps may be followed:

Step 1: Grievant files a written complaint within five (5) working days of the incident or speaking to the supervisor, whichever is later. The letter shall cite the section of the Personnel Policies he/she/they believes was violated and a request for resolution. The Department Head shall respond in five (5) working days.

Step 2: If unresolved at step 1, the grievant shall file a letter of complaint with the Town Manager containing the same information required in the first step. This step must be taken within five (5) working days of the receipt of the Department Head's response. The Town Manager has five (5) days to reply in writing.

Step 3: If the grievance is not resolved at Step 2, the grievant may, within five (5) working days of receipt of the Town Manager's response, issue a letter addressed to the Selectboard Chair outlining the section(s) of the Personnel Policies he/she/they believes was violated and the resolution he/she/they wishes to have regarding the grievance. The Selectboard shall, at its next meeting hear the grievance in open session or in executive session at the request of the grievant. At such hearing, the Selectboard may be advised by an attorney of their choice. The Town Manager may be represented by an attorney of the Town's choice. The Selectboard may find for either


party in the grievance, request professional advice in the form of a qualified attorney to advise them of their options, or send the parties to a mediator to attempt to find a suitable resolution to the dispute. The decision of the Selectboard is final.

At any step, the Department Head, the Town Manager, or the Selectboard may invite witnesses or hold meetings to determine the facts of the case or to hear from different perspectives on an issue. Failure by the grievant to adhere to the specified time periods shall render the grievance null and void. Failure of the appropriate party on management's side to render a decision within the specified time shall cause said grievance to advance to the next step in the procedure.

Probationary employees are not afforded rights to the grievance process.

Approved on **August 21st, 2023** by the Town of St. Albans Selectboard:


Bryan DesLauriers, Chair


Jack Brigham, Vice Chair


Brendan Deso

Jonathan Giroux


Jeff Sanders