

SUNSHINE HALL FREE LIBRARY
By-Laws & Policy Manual
(Approved: December 18, 2012)

- 2) A grievance is a claimed violation, misinterpretation or inequitable application of the policies of the Library set forth in this Handbook or otherwise duly adopted by the Board of Trustees concerning work conditions, salaries, work schedules and employee benefits.
 - a. Step 1. The aggrieved employee shall orally present his/her grievance to the Director who shall informally discuss the grievance with him/her. The Director will give his/her decision to the employee within 7 calendar days. If the grievance is not satisfactorily resolved at this stage, or if the grievance is with the Director, the employee may proceed to Step 2.
 - b. Step 2. The employee may, within 7 calendar days after written notice of the determination by the Director, or if the grievance is with the Director, make a written request to the President of the Board of Trustees for review and determination by the Board as a whole. Within five calendar days after the receipt of the written request by the President, all statements and records of the case shall be submitted to the President of the Board. The Board must hold an executive session within ten calendar days after the receipt by the President of the written request for a hearing to hear all parties involved and determine the case. The Board of Trustees shall render a decision within ten calendar days after the meeting and give written notice thereof to parties concerned. The determination by the Board of Trustees shall be final and binding on all parties concerned.

G. DISCIPLINARY ACTION

When an employee's performance or conduct is not satisfactory, The Board will so advise the employee. Steps will be taken to help improve his/her performance or conduct, applying standard principles of due process and progressive counseling/discipline. If this process fails to influence the employee to return to a satisfactory level of performance or conduct, the employee will be subject to dismissal procedures.

H. RESIGNATIONS

All resignations must be submitted in writing to The Board. Full-time and part-time professional staff are expected to give at least 4 weeks notice of their intent to resign.

I. REFERENCES

- 1) It is the policy of the Library to provide references only to prospective employers or others to whom the current or former employee has asked us, in writing, to provide this information.
- 2) If the current or former employee has asked us, in writing, the Library will only provide a neutral reference which includes the date of your employment, whether you still work for us, or the date when your employment ended and a chronological list of the positions you've held at the Library. Only The Board may provide this official statement of the Library.

J. DRUG AND ALCOHOL ABUSE

- 1) It is the policy of the Library to prohibit the use, sale, or dispensing of all controlled substances, on its premises.
- 2) An employee or volunteer reporting to work under the influence of drugs or alcohol will not be permitted to enter the Library's premises. If an employee is discovered under the influence while on the job, he/she will be required to leave the premises and will be escorted home.
- 3) An employee or volunteer bringing controlled substances to work, using them on library property, or dispensing or selling any controlled substances on library property will be subject to disciplinary action.