



WASHINGTON PARISH LIBRARY Employee Grievance Policy

For the purposes of this policy, a *grievance* is a formal complaint submitted by an employee alleging unfair treatment, improper application of library policy, or adverse working conditions that affect the employee's ability to perform their duties.

The grievance process provides a structured method for reviewing such concerns and determining whether library policies or practices have been applied appropriately.

The Washington Parish Library is committed to fair and consistent treatment of all employees. Employees who believe they have been treated unfairly, subjected to improper working conditions, or adversely affected by the application of library policies may submit a formal grievance.

Employees are encouraged to attempt to resolve concerns informally with their supervisor whenever possible. If a concern cannot be resolved informally, employees may submit a grievance through the Library's formal grievance procedure.

The Library will review grievances in a timely, fair, and confidential manner to the extent permitted by law.

Procedures for submitting and reviewing employee grievances are outlined in the Library's Employee Grievance Procedure.