

RESOLUTION #261
Grievance Procedure
for
THE TOWN OF WILBUR

WHEREAS, the Town of Wilbur deems it necessary to adopt a procedure to for receiving a grievance; and

NOW, THEREFORE, BE IT RESOLVED that the following is adopted as a grievance procedure.

1. Submit complaints in writing to the designed official (Clerk/Treasurer) for resolution. A record of the complaints and action taken will be maintained. A decision by the designed official will be rendered within 15 days.
2. If the complaint cannot be resolved to your satisfaction by the designated official,
 - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceeding of the committee will be recorded and maintained.

OR

- The complaint will be heard by the governing body and discussed at an open, public meeting of the elected body. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

ADOPTED at regular session of the Council of the Town of Wilbur, this 16th day of October 2002.

Donald G. Reid, Mayor

ATTEST:

Carla J. Shirley, Clerk/Treasurer