

It is recognized that communication of constructive suggestions and problems can contribute significantly to improving the overall quality of work and conditions of employment. It is the District's intent to provide appropriate avenues of communication to meet a variety of needs. It is also the goal of the District to resolve problems and pursue suggestions through an informal process where such a process is in the best interest of the District and its employees. Formal procedures are provided for those situations when the informal process is not appropriate.

A. Employee Communication

Any time an employee has a question or operational problem or complaint, the employee should do the following:

1. Consult with the employee's immediate supervisor. Generally, the employee and supervisor will be able to resolve the question or problem.
2. If the question or problem is not resolved through consultation with the employee's direct supervisor, the employee may request a meeting with the Executive Director to answer the question or resolve the operational problem. The final determination will be made by the Executive Director.
3. Constructive suggestions are always welcome by an employee through the public comment period of a regular meeting of the Board of Commissioners. Suggestions that employees wish to make to the board that involve VPD policies or operations will have been presented to the employee's supervisor and the Executive Director before these suggestions are made at a board meeting during the public comments section of the agenda. If the Executive Director believes that the suggestion should be presented at the meeting, then an agenda item will be created for that purpose per Board Policy #2430, "Relationship with the Park District Staff." Suggestions that do not involve policies or operations will be welcome from employees attending the board meeting as island residents and not as VPD employees.

B. Grievance Definition

A grievance is a complaint by a regular employee or group of regular employees alleging a violation of a section(s) of the District's policies, employee guidelines, or department rules and regulations which pertain to the terms and conditions of such employment by the District.

C. Grievance Procedure Steps

1. Grievances must be initiated within 30 days of the alleged act and a copy of the grievance provided to Human Resources. The grievance should then be presented by the employee to the employee's supervisor and a request made for time to meet and discuss the grievance. In consultation with Human Resources, the supervisor shall consider the grievance and all relevant information and respond to the employee in a timely manner.
2. If the problem is not resolved at Step 1, the employee shall next request a meeting with the Executive Director. In consultation with Human Resources, the Executive Director will conduct an investigation and review the matter with appropriate persons. The Executive Director shall respond to the employee within 10 working days, unless the response will take longer, in which case the Director will keep the employee informed when the response will be available.
3. If the grievance has not been settled at Step 1 or 2, or if the grievance is concerning the Executive Director, the employee may present a written statement to the Chair of the Board of Commissioners. The matter shall be placed on the agenda for consideration at the next regular Board meeting following receipt of the written statement. The Board of Commissioners shall consider the matter and respond, in writing, within 15 working days of the meeting decision. The decision of the Board of Commissioners shall be binding on all parties.

Applicability:

This policy applies to all regular employees of the VPD.