

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	HR07 – Grievance		
Approval Date	January 1, 1982	Revision Date	May 20, 2025
Related	N/A		
Purpose	To set forth the District’s policies for grievances.		
Scope	All District employees		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, personnel policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Policy:

The Spokane County Library District (District) recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. This policy will ensure that employees receive a fair and objective review of workplace concerns.

An employee who believes that they have been the subject of a misapplication or violation of District policy and/or procedure, disciplinary action taken against an employee which is arbitrary or capricious; or unsafe working conditions, may submit a written grievance to the applicable department Director.

The written statement shall be made within five (5) business days of the alleged occurrence and shall include the following:

- The alleged misapplied or violated policy, procedure, the disciplinary action taken, or a description of the unsafe working condition.
- A statement with details about the above, including date or dates.
- The employee(s) and/or supervisor(s) involved.
- The actions already taken by the employee to seek a resolution, if any.
- The remedy sought by the employee.

The written statement shall be detailed and present all information necessary for a comprehensive, fair, and objective review of the grievance.

The department Director will review the grievance and respond in writing to the employee within five (5) business days following receipt. The response may include, but is not limited to:

- The initiation of an investigation into the matters brought forward
- An in-person meeting with the grievant to gather more information
- Closure of the grievance
- Other action determined to be necessary and appropriate

If the grievance is not closed as part of the initial response, every effort will be made to do so as soon as is practicable.

If the employee is not satisfied with the response of the department Director, the employee may file a written appeal to the Executive Director within ten (10) business days following receipt of the response. The written appeal will include a copy of the original statement submitted to the department Director, the department Director response, a statement showing the deficiency of the response, and the requested solution. The Executive Director will review the grievance and the department Director's response, and respond in writing to the employee within fifteen (15) business days following receipt.

The Executive Director's decision shall be final and not subject to appeal to the Board of Trustees.

If a meeting with the employee is held by the District at any part of this process, an employee may have a representative with them to observe during any step of this process when meeting with management.

A grievance may be withdrawn at any time.

Once resolved or withdrawn, a grievance cannot be resubmitted.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

The Executive Director will establish administrative procedures necessary to implement this policy.