

**POLICY: HR07 – Grievance**

Orig. Date: 01/01/1982

Latest Revision: 11/19/2019

**Purpose**

To set forth the District's policy on grievances.

**Scope**

Applies to all District employees

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An employee who believes that they have been the subject of a misapplication or violation of District policies, procedures, practices by management, may submit a grievance in writing to the Human Resources Director.

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

- The specific policy, procedure or practice that was misapplied or violated.
- A description of the above, including date or dates of the misapplication or violation.
- The employee(s) and/or supervisor(s) involved.
- The remedy sought by the employee.

The Human Resources Director will review the grievance and respond to the employee within five (5) business days after receipt. The response may include a request to meet to attempt to resolve the grievance, notification of the initiation of an investigation, or any other response deemed appropriate by the Human Resources Director.

If the employee is not satisfied with the response of the Human Resources Director, they may file a written appeal within ten (10) business days to the Executive Director.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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



[www.sclld.org](http://www.sclld.org)

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fax 509.893.8472

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