

Appendix 13

TOWN OF ROWLEY GRIEVANCE FORM

NAME _____ DEPARTMENT _____

POSITION TITLE _____ PHONE _____

INSTRUCTIONS: The Grievance procedure has four steps. If you are considering initiating a grievance, you should review the complete Grievance Procedure in the Town of Rowley Personnel Plan.

STEP 1

From the date of the grievable event, you have 7 business days to file a Step 1 grievance to your Supervisor/Department Head.

You must provide the following information:

1. The date of the grievable event. _____

2. Section of Personnel Plan or any of its Appendices allegedly violated:

3. What action or conduct constituted the violation and what happened?

_____ Total number of pages attached _____

4. The resolution or remedy you want. _____

_____ Total number of pages attached _____

5. Employee signature and date filed with supervisor.

Employee's Signature

Date

Supervisor's Signature

Date received from employee

Your Supervisor/Department Head will attempt to resolve the matter with you, and will issue a written response within 15 days of receipt of the Town of Rowley Grievance Form.

Supervisor/Department Head response to Step 1 Grievance:

_____ Total number of pages attached _____

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Date response reviewed with employee:

Employee's Signature

Date

Supervisor's Signature

Date

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STEP 2

This Step is only utilized if the Supervisor/Department Head as identified under the First Step reports to a supervisory board or committee, excluding the Board of Selectmen.

From the date of that you received a response to the Step 1 Grievance, you have 10 business days to file a Step 2 grievance with your Supervisor's/Department Head's supervisory board or committee.

If you do not resolve your grievance at Step 1, you may advance the grievance to Step 2 by submitting the document(s) submitted in Step 1 to the Supervisor's/Department Head's supervisory board or committee for further review.

Employee signature and date filed with Supervisor's/Department Head's supervisory board or committee.

Employee's Signature

Date

Representative of supervisory board or committee Signature

Date received from employee

Your Supervisor's/Department Head's supervisory board or committee will attempt to resolve the matter with you, and will issue a written response within 15 days of receipt of the Town of Rowley Grievance Form.

Supervisor's/Department Head's supervisory board or committee response to Step 2 Grievance:

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Total number of pages attached _____

Date response reviewed with employee:

Employee's Signature

Date

Representative of supervisory board or committee Signature

Date

TOWN OF ROWLEY GRIEVANCE FORM

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INSTRUCTIONS: The Grievance procedure has four steps. If you are considering initiating a grievance, you should review the complete Grievance Procedure in the Town of Rowley Personnel Plan.

STEP 3

From the date of that you received a response to the Step 1 Grievance, or the Step 2 Grievance (if applicable), you have 10 business days to file a Step 3 grievance to the Personnel Officer.

If you do not resolve your grievance at Step 1 or Step 2 (if applicable), you may advance the grievance to Step 3 by submitting the document(s) submitted in Step 1 and Step 2, along with the written responses that you received to the Personnel Officer for further review.

Employee signature and date filed with Personnel Officer.

Employee's Signature

Date

Representative of supervisory board or committee Signature

Date received from employee

The Personnel Officer will attempt to resolve the matter with you, and will issue a written response within 20 days of receipt of the Step 3 Town of Rowley Grievance Form.

Personnel Officer's response to Step 3 Grievance:

Total number of pages attached _____

Date response reviewed with employee:

Approved by Personnel Advisory Committee February 4, 2019

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Employee's Signature

Date

Personnel Officer Signature

Date

TOWN OF ROWLEY GRIEVANCE FORM

NAME _____ DEPARTMENT _____

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INSTRUCTIONS: The Grievance procedure has four steps. If you are considering initiating a grievance, you should review the complete Grievance Procedure in the Town of Rowley Personnel Plan.

STEP 4

From the date of that you received a response to the Step 3 Grievance, you have 10 business days to file a Step 4 grievance to the Board of Selectmen.

If you do not resolve your grievance at Step 3, you may advance the grievance to Step 4 by submitting the document(s) submitted in Step 1, Step 2 (if applicable) and Step 3, along with the written responses that you received to your grievance at each step.

Employee signature and date filed with Board of Selectmen.

Employee's Signature

Date

Representative of Board of Selectmen Signature

Date received from employee

The Board of Selectmen will make the final decision on the grievance and will issue a written response.

Board of Selectmen's response to Step 4 Grievance:

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Total number of pages attached _____

Date response reviewed with employee:

Employee's Signature

Date

Chairman of the Board of Selectmen Signature

Date