



3-21 POLICY AND PROCEDURE FOR GRIEVANCES

For the purposes of this policy and procedure, grievance shall be defined as "an employee complaint." Any employee who has a grievance arising from their employment with SYCAMORE PARK DISTRICT is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, an employee feels uncomfortable discussing the problem with the person(s) involved, the following procedure may be followed:

1. An employee may meet and discuss the grievance with their immediate supervisor. In most cases, the problem can and should be resolved with a frank and open discussion between the employee and the supervisor. If in the employee's view repeated attempts to resolve the situation through the immediate supervisor have failed, the employee may formally submit the grievance in writing to the immediate supervisor who shall give a written response on their position within three (3) working days of receiving the written grievance. If a satisfactory resolution remains unreachable at this level, the employee may proceed to step 2.
2. The employee may present the written grievance and the immediate supervisor's written response to the supervisor at the succeeding level of authority. The supervisor shall investigate the matter, discuss the matter with the employee and his or her immediate supervisor, and shall give a written response to the employee within three (3) working days of discussing the grievance with the employee. If the employee is not satisfied with the resolution at this stage, the employee may continue this process through each succeeding level of authority up to the Administration. Administration shall issue a written decision within ten (10) working days of discussing the grievance with the employee unless investigation requires a longer period of time. An employee has the right to request that SYCAMORE PARK DISTRICT hear his or her grievance if dissatisfied with the decision of the Executive Director and may do so by following step 3.
3. Within ten (10) working days of receiving a response from the Administration, the employee may request in writing to the Board through the Executive Director with a copy of the request given to the Executive Director, an opportunity to present his or her written grievance to the Board in an Executive Session at a regularly scheduled SYCAMORE PARK DISTRICT Board Meeting. The SYCAMORE PARK DISTRICT Board can deny the request to discuss the grievance with the employee if they deem that the Administration, in good faith and in accordance with his responsibilities as authorized by the board, carried out his duty to decide on the grievance, and shall notify the employee in writing of its denial.

Should the SYCAMORE PARK DISTRICT Board decide to hear the grievance, it shall confer with the Executive Director at the earliest opportunity and establish the date and time of the meeting at which the grievance will be discussed and notify the employee in writing of that information. Every effort will be made to bring the matter as soon as possible to a SYCAMORE PARK DISTRICT Board Meeting. The Board shall determine which staff members are to be included in the discussion of the matter in the Executive Session. Following the Board Meeting in which the grievance was discussed, a final written response from the Board through the Executive Director will be given to the employee within fifteen (15) working days. The response will be considered final and binding as it relates to the resolution of the grievance and no further appeals will be considered.



SYCAMORE PARK DISTRICT's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance. SYCAMORE PARK DISTRICT will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith; testifies, assists, or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

Adopted on:

Revised on: October 2016
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