

**Dover Plains Library
Grievance Policy**

If an employee has a grievance about the director, the first step is to raise this concern with the Director and may request another staff member to be a non-participating party at the meeting. If the employee feels that the meeting did not result in a plan to resolve their concern, he or she should submit a letter to the Director and the Director will take it to the next personnel committee. The personnel committee may decide to meet with the employee and director or take up the issue with the full board of trustees. Further action is at the committee's discretion. The employee will be sent a written response.

Approved by DPL Board of Trustees: Nov 8, 2023