

4.04 OPEN DOOR COMMUNICATIONS

The Library District encourages its employees to raise issues that may be negatively impacting their work environment. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be utilized:

1. The employee should first discuss the situation with his or her supervisor as soon as possible and attempt to resolve it. The employee should give the supervisor an opportunity to investigate and then get back to the employee.
2. If the employee is not satisfied with the supervisor's response or feels the issue is not resolved, the employee can present the issue to the Director in writing and, again, as soon as possible. The employee should give the Director an opportunity to reconsider the situation and get back to the employee in writing.
3. If the employee is still not satisfied that the situation is resolved, the employee can present the issue to the Board of Trustees. As before, this should be done in writing as soon as possible. The Board will consider the situation and make a decision which will be final.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.19.96; 6.18.97; 8.20.08; 12.14.16*