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Maryville Public Library Policy

Section C: PERSONNEL

Subject 200:21 Grievance Statement, Page 1 of 3

Adopted September 2023

Grievance Statement: Equal Opportunity & Harassment-Free Workplace

PROCEDURE FOR SHARING A CONCERN

The first step is to notify the library director. If the subject of the allegation is the library director, then the executive officers of the Library Board of Trustees should be contacted. In all cases, an initial investigation will determine whether or not a full investigation is required by the trustees. Staff making a report should not discuss the situation with anyone other than the individuals listed above.

Concerns should be submitted as a written report to include the background and history of the situation or behavior, all pertinent dates, and as much detail as possible regarding individual behaviors. The earlier the concern is reported, the easier it is to investigate. Although staff are not expected to prove the truth of the allegation, they will need to demonstrate that there are sufficient grounds for concern.

Following the receipt of a report, the Library Director, or the Library Board's Executive officers will complete a preliminary assessment and determine whether an investigation should be commenced based on the facts provided. If an investigation is deemed appropriate, an internal/or external investigator(s) will be designated. The scope and timing of the investigation will vary by circumstance, but an investigation will generally involve a review of relevant documents and other records and interviews with individuals who may have knowledge of the situation.

Every effort will be made to protect an individual's identity if they report a concern. The investigation process, however, may reveal the source of the information. A statement by the individual and any witnesses may be required as part of the evidence. The library will not tolerate harassment or retaliation against an individual sharing a concern, and actions may be taken to protect those reporting in good faith. If an allegation is made in good faith, but is not corroborated by the investigation, no action will be taken against the originator of the allegation. Individuals making malicious allegations may face disciplinary action, up to and including termination.

8. How did the event affect you, and the way you perform your job?

9. How would you like to see this situation resolved?

10. Are there any other persons with relevant information?

11. Please list any attached materials that are relevant.

Signature

Date

Date submitted to Director or Board President:

Signature of Director or Board President

Date