



POLICY

Employee Grievances	
Policy Number 130-022	Supersedes Policy Number 9-10
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to establish an efficient and fair procedure for the resolution of staff complaints and problems.

2.0 Scope

This Policy applies to all permanent employees for the Town of Wolfville.

3.0 References

- 3.1 Employee Grievances SOP 130-819

4.0 Definitions

- 4.1 **Grievance:** A complaint which is registered by an employee as a result of an unresolved problem, misunderstanding or disagreement

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) provide a means of fair, expedient and equitable treatment of all employees;
- b) minimize potential causes of employee dissatisfaction; and
- c) provide a mechanism for the acceptable solution of problems regarding the Town of Wolfville's employees.



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5.2 Revision to Policies

Any agreed upon changes or revisions to the formal policies utilized by the Town of Wolfville, which arise as a result of the employee grievance process, will be developed by the Chief Administrative Officer, or designate, and forwarded to Council for review, amendment, and approval.

A handwritten signature in blue ink, appearing to read 'M. Bruden', is written over a horizontal line.

CAO

2015-12-15

Date