

ADMINISTRATIVE REGULATION

Effective Date: July 1, 1991 Administrative Regulation: 1-14
Revision Date: February 20, 2023 Supersedes: July 1, 2001
Approved By: William H. Ashton II

Subject: Hearing Procedures for Grievances

I. Purpose

This administrative regulation shall further outline specific procedures contained in the Town Code, Chapter 54, Article IV (Grievance Procedure).

II. Procedure

Employees desiring to file a grievance should fill out the Employee Grievance Request Form and submit to Human Resources. An Employee Grievance Request Form can be received from the Human Resources Office or G:HR for Employees. Grievances must be filed on this official form. Employees filing a grievance will receive a receipt when they submit the Employee Grievance Request Form to Human Resources.

The grievance filing procedure, is documented in the Town Code, Chapter 54, Article IV (Grievance Procedure).



William H Ashton II
Town Manager