

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Grievance Procedures/Arbitration**

**CHAPTER: III**

**SECTION: 8**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 6/06, Modified for the B&ECPL effective 1/1/15**

**I. STATEMENT OF POLICY**

A clear and open avenue for the expression and resolution of employee complaints concerning matters covered by bargaining agreements is available to Buffalo & Erie County Public Library employees, either through the grievance procedures contained in the collective bargaining agreements or in the General Municipal Law: Section 681-4. It is a matter of contractual obligation that management adheres strictly to the grievance procedures as defined in the collective bargaining agreements.

**II. GUIDELINES**

**A. Presenting a Grievance**

An employee has the right to present a grievance free from interference, restraint, discrimination, or reprisal.

## B. Union Representation

1. The recognized union will be apprised of all activity or progress at each stage of any grievance filed. However, the employee maintains the right to decline union representation if he/she so elects.
2. Union representatives are entitled to time off without loss of pay for the processing of grievances, within any limits stated in the bargaining agreements. However, employees must receive permission in advance from their immediate supervisor to conduct union business.

## C. Grievance Procedure

1. Detailed step-by-step grievance and arbitration procedures are included in each collective bargaining agreement. Please refer directly to these procedures in processing grievances.
2. The grievance procedure is a method for resolving contract administration issues; it is not a method for resolving personal or other non-contract related issues. If a supervisor is unsure of whether an issue is covered under the grievance procedure, he/she should contact Human Resources.
3. A supervisor should consult Human Resources before issuing grievance responses in order to maintain a consistent approach to contract matters.