



Policy Type: Human Resources

Policy #: HR-200-04

Approved by Council on: June 25, 2018

Human Resources – Employee Concerns

Policy

It is recognized that in any organization, it is difficult to avoid occasional complaints and misunderstandings. The Town of Prescott wants these complaints and misunderstandings reported and resolved promptly.

Employees of the Town shall have an avenue to express their concerns regarding their work assignments and work environment that are not subject to grievance.

Objective

To ensure employees can express concerns that are not subject to grievance. To ensure follow-up to employee concerns as required.

Procedure

If an employee has a concern that is not subject to a grievance he/she shall report it following the chain of command;

- Report it to the Supervisor
- Report it to the Department Head
- Report it to the CAO
- Report it to the Mayor or two members of Council when dealing with the CAO

If a concern is related to another staff member, employees should always attempt to discuss concerns with the other party where applicable, in an appropriate manner, before filing a formal concern.