SECTION 1. GRIEVANCE PROCEDURE

It shall be the policy of the County of Menard to allow any employee who presents a complaint in good faith and in a good and reasonable manner, to be free form any restraint, interference, discrimination, or reprisal.

Any employee who believes he/she has been unfairly treated shall use the following procedures:

* 1. An employee shall first discuss the complaint with the department head in a joint meeting within five (5) working days of the occurrence of the problem. The decision of the department head shall be made in writing within three (3) working days.

Most grievances should be resolved at this step.

If unable to affect a satisfactory solution to a complaint or grievance, an appeal shall be made to the Commissioner's Court in an executive session at the next regularly scheduled meeting. The grievance will be discussed with all concerned, and a final decision shall be rendered in writing within thirty (30) days of the meeting. Such decision shall be final and binding upon all parties concerned.