

If the Committee determines that the evidence substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action up to and including discharge will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. The complaining employee and the accused will be notified of a decision within a reasonable time following the hearing.

The Borough Administrator shall maintain all records of any complaints, reports and dispositions made pursuant to this section.

1.12 Grievance Policy:

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Borough other than those subject to the above Employee Complaint Policy. Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within ten (10) working days after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty (30) working days prior to the date the grievance was first presented in writing.

- **Step One:** Any employee or group of employees with a grievance shall verbally communicate the grievance to the supervisor or Department Head who will discuss the matter with the Borough Administrator. The supervisor or Department Head will communicate the decision to the employee within ten (10) working days, or as soon thereafter as practicable.

Note: If the matter involves a Department Head or the Borough Administrator, the grievant(s) shall submit, through the Borough Clerk, a written grievance to the Personnel Committee or, as appropriate, the Police Committee, who shall decide the matter at Step Two within twenty (20) working days after receipt of the written grievance, or as soon thereafter as practicable.

Step Two: If the employee is not satisfied with the decision, the employee must submit a written grievance to the Borough Administrator detailing the facts and the relief requested. The decision in Step One will be deemed final if the employee fails to submit a written grievance within five (5) days working days of the Step One decision. After consulting the Borough Attorney as appropriate, and conducting a hearing if deemed warranted, the Borough Administrator will render a written decision to the employee within ten (10) working days after receipt of the written grievance, or as soon thereafter as practicable.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.