


## The Rural Municipality of Elton

<b>REFERENCE:</b>	Personnel	<b>AUTHORITY:</b>	Council
<b>SUBJECT:</b>	Complaints Process – Employees	<b>EFFECTIVE DATE:</b>	January 10, 2012
<b>ADOPTED BY RESOLUTION NO. &amp; DATE:</b>	2007 – 063 February 12, 2007	<b>NUMBER OF PAGES:</b>	1
<b>AMENDED BY RESOLUTION NO. &amp; DATE:</b>	2012-033 January 10, 2012	<b>REEVE'S SIGNATURE FOR APPROVAL</b>	

### **POLICY DESCRIPTON:**

Be it resolved that Council of the Rural Municipality of Elton adopt the following policy for complaints process for employees.

- Council expects employees to follow instructions from the Foreman and Chief Administrative Officer as outlined in this policy.
- Should an employee feel that a request from another employee is not in the best interests of the municipality, he/she may refuse and immediately contact the Personnel Chair who, with his committee, will attempt to mediate the matter. If this fails, then the Council as a whole will decide.
- Should there be any dispute between an employee and a Councillor, the matter will be referred to the Personnel Committee. If no satisfactory resolution is determined, then the matter will proceed to the entire council.
- At all times the Chief Administrative Officer may intervene where there is a question of conflict, liability or legal interpretation being required, in which case the matter will be held in abeyance until a legal opinion is obtained, or the Personnel Committee or Council has been consulted.