ARTICLE XIV – GRIEVANCE PROCEDURES

If any employee has been impacted negatively by the interpretation or application by the Town of these personnel policies, he/she shall submit the details of such grievance within five (5) working days from the incident in writing to the Town Administrator. If the situation cannot be resolved it shall be submitted to the Board of Selectmen. If the grievance is with the Town Administrator the employee will submit in writing details of such grievance directly to the Chairman of Board of Selectmen. If the Town Administrator is submitting a grievance he/she shall submit in writing detail of such grievance directly to the Board of Selectmen. Grievance procedures set forth in this Article shall not be available to an aggrieved employee in connection with termination of employment or removal from office, as set forth in Article XVI, or in connection with a suspension from work which is related to an intent to discharge from employment.

Within thirty (30) calendar days after receipt of the grievance, the Board of Selectmen shall meet with the employee for the purpose of discussing the grievance and the Board of Selectmen shall render their final written decision within thirty (30) working days after said meeting. Such meetings will be held in Executive Session unless requested to be held in public by the employee.

ARTICLE X – SICK LEAVE

F. Accrued sick or vacation time may be voluntarily donated from one employee to another subject to the following conditions:

a. Only accrued vacation or sick time may be donated.
b. Donations are irrevocable and must be made in 1 day increments, with a minimum of 1 day (1 day = 8 hours).
c. Donated time can only be used by the recipient as sick time.
d. The recipient must have experienced catastrophic illness or injury or a series of illnesses or injuries (as verified by a physician's statement or acknowledged in writing by the Town Administrator) to themselves or their immediate family.
e. The recipient must have exhausted all accrued leave balances (sick time and vacation time) in order to receive a donation.
f. Donations may be made confidentially but the transaction (donor & signature, hours donated, and recipient) must be documented by the Town Administrator.