

Village of Ashville P.O. Box 195 200 East Station Street Ashville, OH 43103 Office: 740/983-6367 • Fax: 740/983-4703

POLICY AND PROCEDURE STATEMENT								
SUBJECT Employee Dispute Resolution	PAGE 1 OF 6	DATE EFFE(JUNE 1, 2018	CTIVE					
SECTION/POLICY NO. 2.09	APPROVED BY	ED BY SUPERSEDES VOA III-E, OCTOBER 1, 2003						
PREPARED BY	MAYOR	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE				
VILLAGE ADMINISTRATOR	VICLAGE ADMINISTRATOR PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES						

SCOPE

I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff (employees).

POLICY:

I. The Village of Ashville respects the right of an employee to present issues, problems, or complaints without fear of recrimination, provided that such action by the employee is conducted in accordance with published procedures.

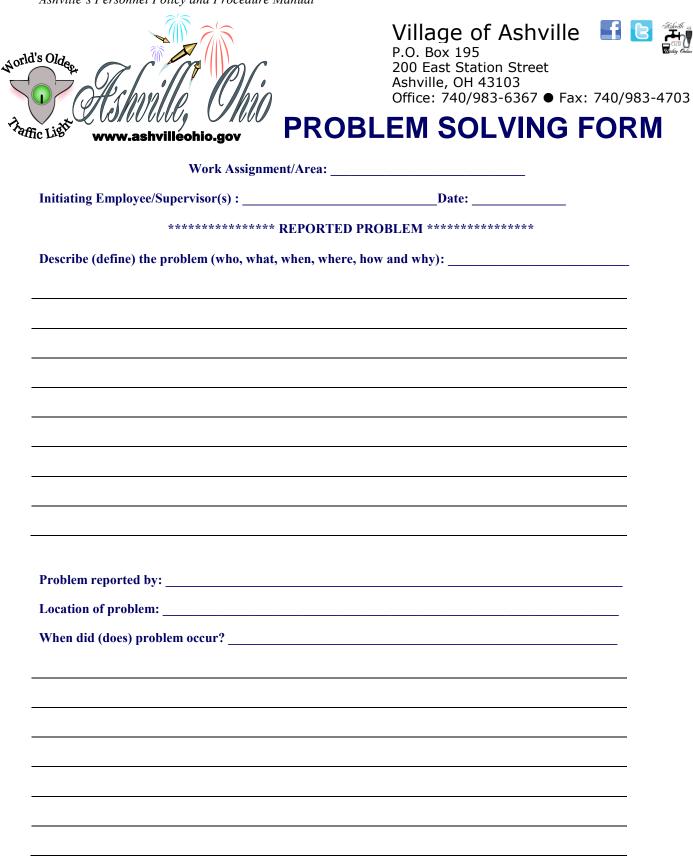
PURPOSE:

I. To provide an open environment for resolution of employee issues, problems, and concerns.

PROCEDURE

- I. The employee and supervisor are encouraged to settle problems or complaints through prompt and thorough discussion. If an agreement is not reached through this joint effort, the supervisor should schedule the employee for an appointment with the village administrator.
- II. If the decision of the village administrator is not satisfactory with the employee, the problem or complaint in question should be put in written form, along with the administrator's decision and forwarded to the Mayor.
 - a. The Mayor may assemble a group to hear the problem and make recommendations.
 - b. The mission of that group is to review all facts and present object counsel to the Mayor.
 - c. The Mayor, after hearing the problem, discussing it with all those involved, and reviewing possible recommendations will give the employee an answer in writing. The decision is final.

Ashville's Personnel Policy and Procedure Manual



Information Sources (List as many as applicable):

Personal Observations	Patrol Officers
Detective Division	Records Section
Communications	Area Canvas
Citizen Complaints	Crime Stoppers
Organizations	Probation/Parole
Housing Department	Facilities Maintenance
Fire Department	Security
Service Department	Parking Control
Water Plant	Media
Waste Water Plant	Local Businesses
Surveys	Other Law Enforcement Agencies
Other Law Enforcement Agencies	Health and Safety
Other Law Enforcement Agencies	Other:

Findings :): _____

**************************************	RESPONSE ************************************

Goals and Objectives (What do you wish to accomplish?):

Recommended Strategies (include how you expect to accomplish this and the number of personnel needed): _____

Implementation Date: _____

Expected Termination Date: _____

******	****** IMMEDIATE SU	PERVISOR'S REVIEW ***************
Name:		Date:
Approved Disar		
Comments:		
**	***** SUPERVI	SOR'S REVIEW*************
Name:		Date:
	proved Comments:	
*	***** DIRECT (OR'S REVIEW************
Name:		Date:
Approved Disar		
Comments:		

************* ASSESSMENT OF ACTION****************
Totally eliminated the problem.
Substantially reduced the problem.
Reduced the harm caused by the problem.
Response dealt with the problem better than had been done before.
Problem removed from police consideration.
Response had no appreciable impact on the problem.
Describe the results of what happened (include how assessment was done):
Date of completion:
Submitting Person(s):
Immediate Supervisor:
Division Director: