
 Town of Swansboro	Personnel Policy		Grievance Procedure and Adverse Action Appeal Policy	
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	Supersedes: Administrative Policy #5		Approved By: 	

ARTICLE X. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

Section 1. Policy

It is the Town's policy to encourage employees to freely discuss problems with their Supervisors, Department Directors, or others in positions of authority. Supervisors and employees are encouraged to resolve differences and to seek and provide clarification of policies and procedures before initiating the grievance process.