



Town of Chester Whistleblowing Protection & Grievance Procedure Policy

Last Updated: 12/19/2025

Approved: 12/29/2025

Introduction

The Town of Chester is committed to abiding by all laws and regulations that apply to the organization, and this policy is intended to support the Town of Chester's goal of full legal compliance.

The Town of Chester relies upon the support of its employees in achieving compliance with applicable laws and regulations. The Town of Chester prohibits retaliation against any employee who follows the procedures of this policy in order to bring the allegedly unlawful activity, policy, or practice to the attention of the Town. This policy is intended to protect employees who raise concerns in good faith based on reasonable beliefs regarding the operations of the Town of Chester, including but not limited to incorrect financial reporting, serious improper conduct, or other activities that are not in line with the established policy of the Town of Chester.

If any employee reasonably believes that some policy, practice, or activity of the Town of Chester is in violation of state or federal law or established Town policy, that employee is encouraged to file a written complaint with the Selectboard. In the event that a report of a suspected violation of law or policy involves a Selectboard member(s), the employee may file a written complaint with the Town Administrator or the Town Clerk. The Town of Chester will investigate all such complaints and will correct any allegedly unlawful practices that are identified through that investigation. In conducting its investigation, the Town of Chester will consider the seriousness of the issue raised, the credibility of the information provided, and the ability of the organization to confirm the allegation with evidence or other reliable sources.

The Town of Chester will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice either of the Town or of another individual or entity with whom the Town has a business relationship, so long as the employee acts on the basis of a reasonable belief that the practice is in violation of a law, or a clear mandate of public policy. The Town of Chester will also not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Town that the employee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to a law or is in violation of a clear mandate of public policy concerning the health, safety, welfare of the public or the protection of the environment. Notwithstanding this protection against retaliation,

employees who file complaints under this policy in bad faith may be subject to disciplinary action, up to and including termination.

Grievance Procedure

Process

There shall be a grievance procedure available to employees. As used in this section, the word “grievance” shall be construed to mean a dispute between an employee and his/her supervisor or other employee and/or relative to hours or working conditions with the Town.

If the dispute is with another employee, the employee filing the grievance must first present the problem in writing to the department head within seven (7) days of the dispute. If the employee is dissatisfied with the decision of the department head or in the absence of a department head or if one of the employees in the dispute is the department head, the dispute must be presented to the Town Administrator in writing within seven (7) working days of the incident that led to the grievance.

The Town Administrator will respond to the employee’s written grievance in writing within seven (7) working days of the receipt of the employee’s grievance and make a recommendation to the Selectboard for their consideration and decision.

Appeal

An employee who disagrees with the Town Administrator’s recommendation may appeal to the Selectboard as outlined below:

The employee must notify the Selectboard, in writing, regarding the problem within seven (7) working days of the recommendation notice issue by the Town Administrator, or failure to act. The Selectboard will consider the recommendation of the Town Administrator and if necessary, investigate the grievance and present its conclusions, in writing to the employee. Any decision of the Selectboard is final and binding upon the parties and is not subject to any third-party review.

Print Name:

Signature:

Position:

Date: