



# TOWN OF MONTGOMERY POLICY ON COMPLAINTS



## EFFECTIVE DATE January 16, 2005

TABLE OF CONTENTS	PAGE
SECTION I AUTHORITY	1
SECTION II PURPOSE/INTENT	1
SECTION III DEFINITIONS/APPLICABILITY	1
SECTION IV SPECIFIC PROVISIONS	1
SECTION V AMENDMENTS	2
SECTION VI NOTICE	2

## POLICY ON COMPLAINTS

### SECTION I AUTHORITY

Under the authority granted in 24 V.S.A., Chapter 33, Section 872, the Town of Montgomery Selectboard hereby adopts the following policy regarding Complaints.

### SECTION II PURPOSE / INTENT

The Selectboard places its trust in its employees and town officials and desires to support their actions in such a manner that they are freed from unnecessary, spiteful, or unjustified criticism or complaints .

### SECTION III DEFINITIONS/APPLICABILITY

1. This Policy applies to any complaints.
2. This Policy includes complaints regarding personnel and town officials.
3. This Policy does not apply to any issues governed by State or Federal Statutes.

### SECTION IV SPECIFIC PROVISIONS

1. If feasible, the complainant shall be encouraged to first bring the complaint to the individual concerned.
2. Any complaints shall be submitted to the appropriate board in writing. The individual involved shall be given every opportunity for explanation, comment, and presentation of the facts as the individual sees them.
3. A copy of the complaint shall be forwarded to each appropriate board member, and in the case of personnel complaints, to the person or persons referenced in said complaints. The complaint should include who, what, where & when, and suggestions as to the desired outcome.
4. Such a request shall be added to the agenda of the next scheduled meeting of that applicable board.

5. The complainant and the person the complaint references shall be notified by mail of the date, time and place prior to said meeting of the board.
6. Complaints which can result in disciplinary or dismissal action against a public official or employee may be discussed in executive session, if so requested by either party or parties involved.
7. Decisions of the board in each case shall be recorded in the minutes. In the case of public officials or employees names may be excluded from such minutes.
8. A copy of the minutes or a letter of explanation as to why the board made such a decision shall be forwarded to each party or parties involved not more than 30 days following said meeting.

#### SECTION V AMENDMENTS

This policy may be amended by a majority vote of the legislative body at any duly warned meeting, providing the subject appears on the agenda for that meeting.

#### SECTION VI NOTICE

1. This Policy shall be entered into the minutes of the Town records and shall be posted in at least three conspicuous places in Town.
2. A reference to a place within the municipality where the full text may be examined, shall be posted also.

Board of Selectmen  
Town of Montgomery

Kenneth Cota, Chairman \_\_\_\_\_ Tosca Smith \_\_\_\_\_

Mark Brouillette \_\_\_\_\_ Scott Perry \_\_\_\_\_

Gary Marrier \_\_\_\_\_

Montgomery Town Clerk's Office received for record this \_\_\_\_\_

day of \_\_\_\_\_, A.D., 2005 at \_\_\_\_\_ P.M.

Attest: \_\_\_\_\_

Renee Patterson,

Town Clerk