



## **Information about Confidentiality of Employee Grievances**

When you file a grievance with the Buffalo Living Wage Commission, we will keep it confidential unless you give us permission to disclose it.

However, the state Freedom of Information Law requires us to disclose some information if a member of the public requests it. In the case of a grievance, state law would usually require us to disclose the subject matter of the grievance, but not the identity of the person making it. For example, we might be required to disclose the fact that an employee had complained of not being paid the Living Wage, but not required to supply the name or any other identifying information about the employee.

In some cases, it will make it easier for us to prove a case of a Living Wage law violation if we did not need to keep the grievance confidential. If you are comfortable doing so, you may wish to sign a release allowing us to make your grievance public.

If you do not sign a release, we will keep your grievance as confidential as is allowed by the state Freedom of Information Law. For example, if we use your grievance as evidence in a hearing, and you have not signed a release, we will delete identifying information such as name, address, and telephone number.

You may also choose to make your grievance anonymously. In some situations, this might make the grievance less useful to us in enforcing the law, but it is more useful than if we never heard from you.