

Title: Employee Grievance Policy

Control Information

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Owner/Curator	Kathy Tate
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Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Kathy Tate

1. Employee Grievance Policy

1.1. Objective:

The objective of this policy is the following

1. Define the employee grievance process

1.2. Grievance Process

In the event of a dispute involving employment or the implementation of the personnel policies, and after a good faith effort with the Executive Director to thoroughly resolve the dispute, all employees may submit their complaint following the procedures outlined below. The good faith effort will include problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. A written summary of the good faith effort will be included in the personnel file. Failure to follow the procedure and timelines constitutes a waiver of the employee's right to grieve.

1. The employee may submit his/her grievance in writing to the Chair of the Personnel Committee within five business days of a failed good faith effort to resolve the dispute.
2. Within ten business days of receipt of the written complaint, the Personnel Committee shall schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than twenty days after receipt of the written complaint and after notification of employee. Personnel Committee members who are interested parties shall excuse themselves from grievance proceedings if such members have a conflict of interest in the subject proceedings.
3. A decision as established by a majority vote of the members of the Personnel Committee hearing the grievance shall be rendered within five business days of the completion of the hearing. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within five business days of the last committee hearing, or as soon thereafter as is practical. Any additional proceedings shall be completed as soon as practical.
4. The decision of the Personnel Committee shall be final unless appealed by the employee to the Board of Directors, which may review and modify the decision of the Personnel Committee if it finds that the Committee failed to properly follow the grievance process described above. A request for an appeal may be submitted to the President of the Board within five business days of the decision of the Personnel Committee. After receiving an appeal request, the President shall schedule a meeting to consider such an appeal within ten business days. Board members, who are

interested parties, as defined in the Bylaws, shall excuse themselves from reviews of Personnel Committee decisions to the extent permitted under law. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee.

5. All decisions rendered by the Board of Directors shall be considered final.