

SURVIVING CHANGE
GRIEVANCE PROCEDURE

1. Grievances must be filed within 90 days of the alleged incident.
2. Grievances will be given to the Office Manager who will then forward on to the Executive Director.
3. The Complainant or the person taking the grievance shall complete the attached form.
4. Grievances should contain as much as possible of the following information:
 - a. Name, address, e-mail address, and telephone number or other means of contacting the complainant.
 - b. A description of a specific action that caused the complainant to believe there was a fault.
 - c. Name and titles, if known, and addresses of persons who may have knowledge of the incident.
 - d. The date(s) the alleged incident occurred or the duration of such action.
5. The parties will be interviewed separately and a determination will be made by our Executive Director, Office Manager and an additional staff member (not involved in the incident) within 30 days of complaint.

EMPLOYEE CONSEQUENCES

(IF FOUND AT FAULT)

1ST FAULT: Warning and Retraining

2ND FAULT: Warning and Retraining

3RD FAULT: Warning, Retrain, 1-week suspension

4TH FAULT: Suspend and require outside relevant workshops and certification before potential return on probation.

5TH FAULT: Termination of employee

