

Friends of Deckers Creek Grievance Policy

The purpose of the employee appeal procedure is to provide a means for employees to resolve their work place concerns with management. All regular and temporary employees of Friends of Deckers Creek may file a grievance under this section.

Definition of an Appeal

A grievance shall be determined as an alleged misapplication of Friends of Deckers Creek personnel policies. This procedure represents intent to offer a dispute resolution mechanism to the employees of Friends of Deckers Creek. Failure by Friends of Deckers Creek to exactly follow this procedure shall not subject Friends of Deckers Creek to a breach of contract claim.

Timing for Appeals

In order to qualify for processing under this section, an appeal must be filed no later than thirty (30) calendar days after the date on which the aggrieved condition commenced.

Step One:

Any employee who is eligible may present an appeal to his/her immediate supervisor for discussion. The supervisor shall have five (5) regular working days in which to respond to the relief requested. Should the supervisor fail to respond within this time limit or if the employee finds the response unsatisfactory, the appeal may be reduced to writing, clearly specifying the policy allegedly misapplied, and the relief requested. The appeal should be submitted to the Executive Director within five (5) regular working days from the time the first step answer was due or was given. The Executive Director should respond in writing within five (5) days of receipt and if the Executive Director fails to respond within this time, or if the employee finds the response unsatisfactory, or in cases where the Executive Director is the immediate supervisor, the employee may proceed to Step Two.

Step Two:

The employee may submit an appeal to the President of the Board of Directors if Step One has not resolved the issue. Upon receipt of a written appeal, the President will inform the Board of Directors of the appeal. The Board of Directors shall also convene a meeting wherein statements shall be taken from the appealing employee and the aggrieving party, as applicable, either separately or jointly at the discretion of the Board of Directors. The Board of Directors may also request statements from other employees. The Directors may refuse to grant the employee's request for appeal when the issues involved are minor in nature, or involve evaluations or judgments by management unless they appear to be contrary to policy, malicious or vindictive. The Board shall have twenty (20) regular working days in which to respond to the employee in writing concerning the relief requested. If the Board fails to respond within this time limit, the employee may petition the President of the Board of Directors. Failure on the part of the employee to petition the President of the Board of Directors within thirty (30) days of the result of Step Two shall result in the appeal being waived.

Step Three:

If petitioned, the President of the Board shall convene a meeting with the aggrieved employee, the Executive Director and the aggrieving party, as applicable, either separately or jointly at the discretion of the President. The President may convene a Board of Directors meeting and within ten (10) working days shall respond to the grievant in writing with the final decision. In all instances, a thorough and fair investigation will take place, giving careful consideration to the rights and dignity of the people involved. The President will report the grievance and the result at the next regularly scheduled Board meeting.