POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-570.1

TITLE: Grievance

EFFECTIVE DATE: 12/8/24 **AUTHORIZED BY: Board of Trustees**

This procedure shall apply to all employees of REACH for Tomorrow.

1. Grievance

1.1. Grievance: A perceived cause for complaint in relation to corrective action ranging from a verbal warning to corrective action plan.

1.1.1. Step 1: An employee with a grievance shall discuss it verbally or in writing with their immediate supervisor. The immediate supervisor shall give a final answer to the employee within five (5) working days from the date of their initial discussion of the grievance in writing.

1.1.2. Step 2: If the grievance is not satisfactorily resolved at Step 1, the employee may present the grievance verbally or in writing to the program manager (or CEO if no program manager) within five (5) working days from the date of their immediate supervisor's written disposition. The program manager will discuss the grievance with the employee within five (5) working days and will give a written answer to the employee within five (5) working days after that discussion.

1.1.3. Step 3: If the grievance is not satisfactorily resolved, at Step 2, the employee may present it in writing to the CEO of REACH for Tomorrow within five (5) working days after the Step 2 answer. The CEO will discuss the grievance with the affected employee within five (5) working days and will give a written answer within five (5) working days after that discussion. The CEO has full authority to make the final decision, and this answer will constitute the employer's final answer to the grievance.

1.2. The availability of this procedure in cases of disciplinary suspension or discharge does not change the character of employment described elsewhere in the Human Resources Policies Chapter, nor does it diminish the authority of the CEO to make the decision in cases of disciplinary suspension or discharge.

Reference:

CARF Standards: Human Resources