



Step 1 Summary of Informal Discussions

Date of most recent discussion and names of individuals involved.

Step 2 Summary of Formal Grievance Filed by Volunteer or Employee

Signature of volunteer or employee

Date of Signature

Step 3 Summary of Response Resolution to Volunteer/Staff Formal Grievance

Signature of volunteer or employee

Date of Signature

Step 4 Summary Appeal to Response in Step 3 as Not Resolved Satisfactorily

Signature of volunteer or employee

Date of Signature

Step 5 Summary Resolution From Appeals Committee is Binding and Final

Signature of volunteer or employee

Date of Signature

Signature of Appeals Subcommittee Chair

Date of Signature

When a written response is provided in writing, the individual filing the grievance has 5 working days from the date received, to proceed to Step 4, or the decision is final and binding.

Once the Appeals Subcommittee provides a response in Step 5, the results are binding and final.