



GRIEVANCE PROCEDURE

Any employee or former employee that feels that policy, procedure or practices have been improperly or inadequately applied, the following procedure is followed:

1. The aggrieved employee will submit the grievance in writing to the Human Resources Director within ten (10) working days of its occurrence. The Human Resources Director will attempt to resolve the matter and will respond to the employee in writing within ten (10) working days.
2. If the grievance still remains unresolved, it may be presented to the Executive Director within five (5) working days. The Executive Director will respond to the employee in writing within ten (10) working days.
3. The Executive Committee of the Board of Directors will hear any grievance filed against the Executive Director.