

HUMAN RESOURCES POLICY

POLICY TITLE: DISCRIMINATION GRIEVANCE PROCEDURE

POLICY NUMBER: HR XIII - 1300*

PURPOSE: To provide an internal grievance procedure for prompt resolution of complaints alleging discrimination on a protected basis.

The Hospital is committed to providing a work environment free from discrimination on any prohibited basis. The Hospital maintains a strict policy prohibiting discrimination on the basis of race, religion, age, color, national origin, sex, disability, handicap, or any other basis made unlawful by federal, state, or local law.

The Hospital has adopted an internal grievance procedure providing for prompt resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the U.S. Department of Health and Human Services regulation implementing this Act, the Age Discrimination in Employment Act, Title VI and Title VII of the Civil Rights Act of 1964, as amended, and other acts and regulations prohibiting discrimination on a protected basis.

Section 504 of the Federal Rehabilitation Act of 1973 provides, in pertinent part, the "no otherwise qualified handicapped individual ... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance". Section 504 and the regulations implementing it may be examined in the office of the Director of Human Resources/Section 504 Coordinator, who has been designated to coordinate the efforts of the Hospital to comply with Section 504.

Any person who believes he or she has been subjected to discrimination on the basis of race, religion, creed, color, ancestry, national origin, disability, handicap, age, or any other basis made unlawful by federal, state or local law, in contradiction of the policy stated above, may file a grievance under this procedure. The Hospital will not retaliate against anyone who in good faith files a grievance under this procedure or who cooperates in the investigation of a grievance. Any individual who has questions regarding this procedure should contact the Director of Human Resources/Section 504 Coordinator at 577-2803.

Grievance Procedure

Grievances should be submitted to the Director of Human Resources/Section 504 Coordinator within thirty (30) days of the date the person filing the grievance becomes aware of alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it ("the grievant"). The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought by the grievant.

* Formerly Policy No. 102-78

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The Director of Human Resources/Section 504 Coordinator (or his/her designee) on behalf of the Hospital will use his or her best efforts to conduct a full and thorough investigation of the complaint to determine its validity. The Director, Human Resources/Section 504 Coordinator will maintain the files and records of the Hospital relating to such grievances.


The Director of Human Resources/Section 504 Coordinator will issue a written decision regarding the validity of the grievance no later than thirty (30) days after its filing.

The grievant may appeal the decision of the Director of Human Resources/Section 504 Coordinator by filing an appeal, in writing, setting forth the basis for the appeal to the CEO within fifteen (15) days of receiving the Director of Human Resources/Section 504 Coordinator's written decision. The grievant should contact the Director of Human Resources/Section 504 Coordinator with any questions regarding the appeal process.

The CEO will issue a written decision in response to the appeal no later than thirty (30) days after its filing. This written decision will be considered the final determination.

The availability and use of this grievance procedure does not preclude a person from pursuing other remedies such as the filing of a Section 504 complaint with the Office for Civil Rights of the United States Department of Health and Human Services.

EFFECTIVE DATE: October 1, 1996

APPROVED BY: 
ED PIPER, Ph.D.
CEO

REVIEW DATES: 8/99, 8/01, 7/05

REVISION DATES: 9/97, 2/98, 7/05