

HUMAN RESOURCES POLICY

POLICY TITLE: GRIEVANCE COMMITTEE

POLICY NUMBER: HR XIII - 1305*

PURPOSE: To provide a forum in which to consider job related concerns presented by employees, in accordance with the Hospital's Problem Solving Procedure.

Committee Structure and Responsibilities

The Grievance Committee ("Committee") will consist of a chairperson, three members, and two alternate members, who must be recommended by senior management and subsequently approved by the CEO. All members and alternate members will represent a cross section of the Hospital staff. The director of human resources will serve as a resource and facilitator to the Committee and will regularly attend hearings.

Members will be appointed to a term of two years, with additional reappointments possible. Any Committee member may request that he or she be removed from the Committee for good cause.

The Committee will be responsible for evaluating whether the grievance has merit, and in doing so will consider all applicable Human Resources policies and procedures. The Committee will then make a recommendation for further handling and/or disposition.

Grievance Committee Hearings

Hearings are optional and held at the discretion of the Committee. Employees have no right to demand a hearing. If the Committee determines that a hearing is appropriate, the chairperson will communicate the scheduled date, time, and location of the hearing to all parties involved.

Any grievant may request to be accompanied at the hearing by any other Hospital employee. Attendance at the hearing by any such co-employee will be subject to approval of the Committee, and shall be on a voluntary basis only. Attendance of persons not employed with the Hospital will not be permitted.

The chairperson shall maintain the privacy of the hearing. The chairperson shall have the authority to require exclusions of any employees during the testimony of any other employees or during any other part of the Grievance Hearing. However, any employee having a direct interest in the Grievance Hearing, as determined and approved by the Committee, shall be allowed to attend the entire hearing.

The Committee shall determine the relevance and materiality of the evidence offered. Conformity to legal rules of evidence shall not be necessary. Hearings may not be recorded.

* Formerly Policy No. 102-35A

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Recommendations

The Committee shall review all evidence presented and make its recommendation within ten (10) working days, unless additional time is needed. If both the grieving party and the Hospital accept the recommendation of the Committee, the grievance will be considered resolved. A copy of the resolution will then be forwarded to the CEO, who will determine the remedy available to any employee receiving a favorable decision.

Appeals Process

In accordance with Step Five of the Problem Solving Procedure (Policy # HR XIII – 1310), should the grievant be dissatisfied with the recommendation of the Committee, he or she may appeal in writing to the CEO within five (5) working days.

EFFECTIVE DATE: March 7, 1986

APPROVED BY: 
ED PIPER, Ph.D.
CEO

REVIEW DATES: 3/87, 8/99, 7/05

REVISION DATES: 2/90, 2/94, 7/94, 10/97, 9/01, 11/02, 7/05