

FAMILY RENEW COMMUNITY PERSONNEL POLICIES

influence our decisions or the decisions of others and may constitute a conflict-of-interest. Employees of FRC shall not accept personal gifts of cash, cash equivalents, gift cards or merchandise, nor should they solicit personal gifts. We may accept perishable items of modest value, such as food or flowers. Consult with the Executive Director for specific advice if you are offered a gift or are considering giving a gift.

- 15) Items donated to FRC or Thrift Store for our families are not to be used or taken by employees for personal use. Employees and volunteers wishing to purchase items through the Thrift Store may do so with the approval of the Thrift Store Manager or Assistant Manager. Copies of all sales of Thrift Store items to FRC staff or volunteers will be sent to the Executive Director for monitoring.

SEE
PAGE 2

VII. GRIEVANCE PROCEDURE

A grievance is a complaint or conflict over an alleged violation of an approved personnel policy, procedure or practice, or applicable law.

To resolve complaints and problems, employees are encouraged to first seek assistance from their immediate supervisor, who should strive to arrive at a prompt and equitable solution.

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors or other employees. Examples of matters, which may be causes of grievances appropriate under this policy, include:

A belief that FRC policies, rules, regulations or procedures have been applied in a manner detrimental to an employee.

Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation.

Alleged discrimination because of race, color, sex, age, religion, national origin, marital status or disability.

Employees must notify the Executive Director in writing within five days, of any grievance considered appropriate for handling under this procedure. This grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion", "reasonable time", and "promptly" will mean five working days.

Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in

FAMILY RENEW COMMUNITY PERSONNEL POLICIES

bad faith or solely for the purpose of delay or harassment, or by repeatedly raising the grievances that a reasonable person would judge to have no merit. Implementation of the grievance procedure by an employee does not limit the right of FRC to proceed with any disciplinary action that is not in retaliation for the use of the grievance procedure.

Employees who believe they have an appropriate grievance should promptly bring the grievance to the attention of the Executive Director in writing. The written grievance should provide all necessary facts and concerns, since it will be used as the sole basis for processing and action. ~~(If the grievance involves the Executive Director, the employee may address the written grievance directly to the Chairman of the Board.~~ The Executive Director will, within five days, confer with the employee and any other persons involved; investigate the issues and communicate a decision in writing to all parties involved.

If the employee is not satisfied with the decision of the Executive Director, or, if the Executive Director is involved in the grievance, the employee may appeal the decision (or may initiate the grievance) to the Chairman of the Board in writing within five days of the occurrence. All previously documented information is to be provided to the Chairman of the Board; no oral contact shall be made to the Chairman or any Board member.

The Chairman of the Board will decide whether to personally review and investigate the grievance, or may appoint an individual or ad hoc committee to do so. The individual or ad hoc committee will report its findings and recommendation to the Chairman of the Board who will issue a written, final decision within a reasonable period of time. In the case of an appeal, if the Chairman of the Board opts to take no action within ten days, the written decision of the Executive Director will be deemed to be final.

Grievances will be fully processed until the employee is satisfied, does not file a timely appeal or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right to appeal no longer exists.

Final decisions on a grievance will not be precedent-setting or binding on future grievances unless they are officially stated as FRC policy. When appropriate, the decision will be retroactive to the date of the employee's original grievance.

Information concerning the employee grievance is to be held in strict confidence, persons who investigate a grievance are to discuss it only with those individuals who have a need to know, or who are needed to supply necessary background information.

FRC will not tolerate any type of retaliation against an employee who utilizes this grievance procedure. However, the grievance procedure should not be interpreted as delaying, limiting or preventing FRC from disciplining or terminating an individual in those situations where FRC determines such action to be appropriate.

The grievance process is intended to assist FRC in exercising its total, unreviewable discretion to make employment decisions, including termination, and nothing in this

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PERSONNEL POLICIES**

process, or the fact that FRC provides the process, shall be taken to restrict in any way, or limit the total, unreviewable discretion to make employment decisions.

Copies of all grievance documents are to be included in the employee's personnel file.

