



Grievance Process

[*Owner: Office of Human Resources*]

Employees, who feel that they are being treated unfairly, either in assignment of workload, performance evaluations, disciplinary action, termination or other work matters should follow these steps:

Step I

Request a meeting with the supervisor to discuss the grievance. The request shall be in the form of a signed statement setting forth the complaint and the suggested solution.

The supervisor will investigate the grievance, consult with the Director of Human Resources as appropriate, and respond in writing. If the response does not resolve the grievance, or if there is no response within ten (10) working days, the employee may proceed to Step II.

Step II

If the grievance was not resolved in Step I, the employee may present the grievance in writing to the Chief Operating and Financial Officer and Director of Human Resources. The Director of Human Resources will investigate the grievance. As appropriate, the Director of Human Resources may provide or arrange for mediation services for the parties to the grievance. Following these actions, the Director of Human Resources will respond in writing. If the response does not resolve the grievance, or if the Director of Human Resources fails to respond within ten (10) working days, the employee may proceed to Step III.

Step III

The employee may send a memorandum to the Vicar General describing the complaint and requesting a complete review. The Vicar General of Administration will make a recommendation to the Bishop, who will make the final decision. These appeal procedures shall be the final decision of the Diocese.

In situations where the subject of the grievance is the person to whom the grievance is to be submitted, an alternate representative will be appointed by the Director of Human Resources or the Vicar General.

Retaliation against an employee for using the grievance process or participating in the grievance process is strictly prohibited. Any employee that feels they have been retaliated against should report this immediately to Human Resources