

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		570.1
Subject Title <b>Grievance</b>	Adopted 3/1/96	Last Revised 4/10/17	Reviewed 4/12/02; 5/19/10; 2/13/14; 6/23/15; 4/10/17

### PROCEDURE

#### Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

#### 1.0 Grievance

- Step 1: An employee with a grievance shall discuss it verbally with his/her immediate supervisor within five (5) working days from the date of the policy application or the action upon which this complaint is based. The immediate supervisor shall verbally give a final answer to the employee within five (5) working days from the date of their initial discussion of the grievance.
- Step 2: If the grievance is not satisfactorily resolved at Step 1, the employee may present it in writing within five (5) working days after the receipt of the final verbal answer at Step 1. The Supervisor will discuss the grievance with the employee within five (5) working days and will give a written answer to the employee within five (5) working days after that discussion.
- Step 3: If the grievance is not satisfactorily resolved, at Step 2, the employee may present it in writing to the CEO of The Right Door for Hope, Recovery and Wellness within five (5) working days after the Step 2 answer. The CEO will discuss the grievance with the effected employee within five (5) working days and will give a written answer within five (5) working days after that discussion. The CEO has full authority to make the final decision, and this answer will constitute the employer's final answer to the grievance.

Any grievance involving a disciplinary suspension without pay or the discharge of an employee will be initially presented in writing at Step 2 of the above procedure within five (5) working days after the employee is notified of such disciplinary suspension or discharge. The availability of this procedure in cases of disciplinary suspension or discharge does not change the character of employment described elsewhere in the Human Resources Policies Chapter, nor does it diminish the authority of the CEO to make the decision in cases of disciplinary suspension or discharge.

Reference:

CARF Standards: Human Resources

Robert S. Lathers, Chief Executive Officer	Date		