

Grievances

When issues have not been resolved using our standard Conflict Resolution procedure, or when there is a suspected violation of policy or procedure, the person may go directly to the individual's supervisor. The supervisor is expected to address the concern with their employee.

When this does not resolve the concern, or in the case of harassment, employees and members should bring their concern directly to the Senior Minister as head of staff, preferably in writing, with information about the individuals involved and any witnesses. The Senior Minister will investigate as needed, and then respond with a decision and appropriate action within a reasonable time frame.

When a concern involves the Senior Minister, employees can instead bring their grievance directly to the Board of Trustees. Additionally, any staff member who alleges that the Senior Minister has violated law or Board policy may present their concern to the Board of Trustees. there is an egregious violation of board policy or if behavior would break the law, employees are authorized to report matters directly to the Board of Trustees.

All grievances made to the Board of Trustees must be submitted in writing. The Board will conduct an investigation regarding the allegations, and respond in accordance with the values stated in this Handbook as well as Board Policies. All matters submitted to the Board will be resolved within a reasonable time frame, and the resolution described by the Board is considered final.

Revision #1

Created 2025-04-16 01:59:14 CEST by Katie Watkins

Updated 2025-04-16 01:59:30 CEST by Katie Watkins