

3.9 GRIEVANCE PROCEDURE**INTENT:**

LICA will provide a grievance procedure to ensure fair and equitable treatment of employees and contractors.

3.9.1 DIRECTIVES:

- 3.9.1.1** An employee/contractor who disputes earnings, work- conditions, or disciplinary actions may utilize the grievance procedure.
- 3.9.1.2** The Board of Directors may strike an *ad hoc* Grievance Committee.

3.9.2 IMPLEMENTATION:

- 3.9.2.1** The employee/contractor will present a grievance form to the Board and/or Executive Director within 7 working days of the occurrence.
- 3.9.2.2** Prior to filing a grievance, the employee/contractor must first attempt to resolve the grievance informally through a discussion with their immediate supervisor or any Board Officer.
- 3.9.2.3** The Board must respond to the employee/contractor within 30 days with a decision. The decision of the Board of Directors is final and binding.
- 3.9.2.4** LICA will retain a third-party HR advisor for matters that staff aren't comfortable speaking to the Executive Director or designate. Advisor expenses will be budgeted for within the annual budget and must not exceed \$375.00 per annual quarter or \$1500.00 per fiscal year, whichever is greater.

Review Dates: September 27, 2006, June 11, 2009; May 17, 2017, September 9, 2020; September 5, 2023
Approval Dates: September 27, 2006; June 11, 2009; June 1, 2017; September 24, 2020; October 6, 2023

Operational Policy: Personnel Policy 3.9 - Grievance Procedures

LICA GRIEVANCE FORM

This form is to be completed by employees/contractors to initiate a formal grievance and to be forwarded to the Board of Directors and Executive Director. **An attempt must first have been made to resolve the grievance informally through a discussion with your immediate supervisor or any of the Board Officers.**

Grievant: _____ **Contact #:** _____

Position: _____ **Reports to:** _____

Date Grievance was informally discussed with immediate supervisor: _____

STATEMENT OF GRIEVANCE:

(Concise statement of facts, including dates, identifying the issue—attach continuation page, if necessary)

REMEDY OR REDRESS SOUGHT BY THE GRIEVANT:

(Specific resolution sought)

Grievant's Signature: _____ **Date:** _____

Date grievance received by Board/Executive Director: _____

Received by: _____

Review Dates: September 27, 2006, June 11, 2009; May 17, 2017, September 9, 2020; September 5, 2023

Approval Dates: September 27, 2006; June 11, 2009; June 1, 2017; September 24, 2020; October 6, 2023

Operational Policy: Personnel Policy 3.9 - Grievance Procedures