

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-026

**SUBJECT:** Employee Grievance & Appeal

**PAGE(S):** 1 of 2

**EFFECTIVE DATE:** July 1987

**Policy:**

All employees of Cottonwood, Inc. have the right to file and pursue job related grievances without fear of punitive action. Such grievances may include, but are not limited to: working conditions, treatment by other staff and supervisors, denial of civil rights, unfair compensation for duties being performed, training opportunities, unjustified disciplinary actions and/or dismissals, harassment, failure to receive consideration for promotions or assignments to vacant positions, and other matters in which unfair or intolerable work place conditions are perceived to exist.

**Procedures:**

**All Grievances Except Terminations:**

1. An employee who feels he/she may have a valid grievance will first attempt to settle the problem informally with his/her immediate supervisor within ten working days. If the potential grievance relates to the employee's immediate supervisor the employee should contact the service director, and/or HR Director for an informal solution.
2. If the employee wishes to file a formal grievance then a written statement will be submitted to the respective department director. The statement will include the nature of the grievance and any informal correcting attempts that have been made to date, and why those informal correcting attempts were unsuccessful.
3. The department director must review and investigate the written grievance and schedule a meeting within ten working days of the receipt of the grievance. The following must attend the meeting: employee(s), supervisor, department director, and Human Resources Director. Minutes will be taken of the meeting stating the nature of the grievance and suggestions given to correct the problem.
4. If the solutions developed through this meeting are not satisfactory to the employee, then a written appeal will be sent to the CEO. This will be done within five working days. It will include the nature of the grievance, correcting attempts that have been made to date, and why those correcting attempts were unsuccessful.
5. The CEO, after reviewing the written appeal and after consulting interested parties, will render his/her decision in writing within five working days. The decision of the CEO is final.

### Termination Appeals:

1. Should an employee want to appeal a termination the discharged employee should address their written appeal directly to the CEO within five working days of the discharge.
2. The CEO, after reviewing the written appeal and consulting with involved staff to include the HR Director and Department Director will render his/her decision within five working days. The decision of the CEO is final.