

RESEARCH FOUNDATION FOR MENTAL HYGIENE, INC.
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EMPLOYEE GRIEVANCE FORM

Employee Information

Employee Name: _____

Employee Work Location and Department: _____

Job Title : _____

Work Phone Number : (____) ____ - ____ X ____

Work E-Mail Address: _____

Name of Immediate Supervisor: _____

Grievance Information

Date (s) of Incident (s): _____

Nature of Grievance: Be specific. Describe what happened, include names and dates of meetings with others involved and attach any supporting documentation. Additional sheet (s) can be attached if necessary.

Resolution Requested

Employee Signature: _____

Date: __/__/__

Grievance Decision

Name of RFMH Managing Director or Designee: _____

Date Grievance Form was received: __ / __ / __

Decision:

Designee's Signature: _____ Date: __ / __ / __

Managing Director's Signature: _____ Date: __ / __ / __

RFMH GRIEVANCE PROCEDURE

The Research Foundation is committed to providing a fair, safe and productive work environment where grievances are dealt with sensitively and expeditiously. Grievance resolution is an integral part of a supervisor's duties. Each supervisor has a responsibility to identify, prevent, and address problems in the workplace. If you feel that you have a work related problem that is not being adequately addressed by your supervisor, you have a right to file a grievance.

All meetings with employees which are held with the supervisor, Department Head, or the Managing Director shall be held during such employee's scheduled work hours, without loss of pay, and shall be scheduled so as not to interfere with RFMH operations.

Procedure

Step 1 Meet with your immediate supervisor

When an employee has not been able to resolve a work related problem, they should meet with their immediate supervisor. Since the supervisor is responsible for seeing that each employee receives fair treatment, all problems should first be discussed with him/her. Most problems can be solved promptly and informally at this level. Should the problem involve the immediate supervisor, the employee can meet with the immediate supervisor's supervisor. The supervisor should review the problem and make a recommendation for resolution. Following the resolution of the grievance, the supervisor should monitor the situation for an appropriate period of time.

In all cases, the supervisor should ensure procedural fairness for all parties involved. This includes informing the respondent of the allegations made against them and providing them an opportunity to respond.

Step 2 Meet with Department Head

If, after step 1, the employee feels that they have not received a satisfactory resolution or decision, they should notify the supervisor that they wish to present the problem to the Department Head.

The Department Head in conjunction with a representative from the RFMH Personnel Office will review the facts and conduct an investigation. You will be informed as to the date that a resolution will be available.

Step 3 Submission of Grievance Form

If the grievance remains unresolved after meeting with the Department Head, the employee may complete and submit the "RFMH Employee Grievance Form" to the Managing Director. Submission of the grievance form must be within three (3) days of the decision from the Department Head. When submitting this form, the employee should include any additional documentation which would support the grievance. During this review, the Managing Director may request a meeting with the grievant, the supervisors and any others pertinent to the situation.

Step 4 Final Decision

The Managing Director or his designee will review and respond to the submitted grievance within ten (10) working days after the Managing Director receives notice of the problem. Through the authority given to the Managing Director, his decision will be final and binding.