KLAMATH FAMILY HEAD START

**PERSONNEL**

**POLICY & PROCEDURE #: 706**

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**SUBJECT: OPEN DOOR/GRIEVANCE POLICY**

**POLICY:**

Klamath Family Head Start has an open-door policy to address employee concerns. If the employee still has concerns, the grievance procedure will be followed.

**PURPOSE:**

To deal promptly and equitably with employee concerns.

**PROCEDURE:**

**A. DEFINITION**

A grievance is a written objection to a managerial act or omission that allegedly adversely or unfairly affects the current employee’s wages, hours, or other terms and conditions of employment and for which Klamath Family Head Start has provided no other administrative relief.

Conflicts and issues are expected to be resolved at the lowest level. In the event a conflict cannot be resolved the following grievance procedure will be followed.

**B. INITATION AND FILING**

Prior to a written grievance, the problem-solving process will be followed. The grievance must be submitted to the Executive Director within thirty (30) days of the alleged incident. The grievance must contain the following:

1. The circumstances which gave rise to the grievance.

2. The adverse effect on, or unfairness to, the employee.

3. The relief sought.

4. The response of the immediate supervisor.

5. A summary of results of attempts to resolve the problem.

6. The date or time frame of the grieved occurrence.

NOTE: If the grievance is with the Executive Director, it will be filed with the Grantee Board Chair.

The decision of the Executive Director (or the Grantee Board Chair if the grievance is with the Executive Director) will be final and binding on all parties.

Reviewed: August 2, 2023

Approved by Policy Council on: August 26, 2010

Approved by Grantee Board on: September 28, 2010

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