

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

Date of Issue:

Section Number 281

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5/1/13; 4/8/15; 7/1/20**

Date Reviewed: 3/24/16

Policy 281 – Grievances

I. COVERAGE

An employee has the right to grieve the following personnel actions.

- A. Written and final warning
- B. Transfer to other positions or counties
- C. Change in classification
- D. Suspension / Administrative Leave
- E. Reduction in salary

II. NOTICE

All grievances must be received in writing and signed / dated (email, memo, letter, etc.) by the Human Resources Director or designee within five (5) working days of the action from which the grievance is taken.

III. GRIEVANCE TIMELINE

All grievances will be reviewed by the Human Resources Director or designee within five (5) working days of receipt of the grievance. If needed, the Human Resources Director or designee will consult with the Chief Executive Officer.

The review shall be informal and according to procedures as determined by Human Resources Director or designee. The Human Resources Director shall, within five (5) working days following such review, notify the employee in writing of the decision made on such grievance.

IV. OPEN DOOR

If at any time you have problems concerning your work, the enforcement of any rules or regulations, problems with co-workers or supervisors or questions about any Center policy or practice, the Center encourages you to try to solve your problem by talking it over with your supervisor as soon as any such problem arises. If the response you receive is not satisfactory, you are always welcome to speak with the Program Director and Human Resources Director or designee to discuss your problem. The Center encourages you to talk with management about any and all issues or problems that concern you, and it will try to resolve the problems as reasonably and as quickly as possible. The use of this procedure will not in any way jeopardize your position with the Center.