

CENTRAL CALIFORNIA CONFERENCE

230 GRIEVANCE PROCEDURE:

The Conference believes that problems and misunderstandings with and among its employees are best dealt with promptly. All such problems and misunderstandings should be handled in a manner consistent with Matthew 18:15-18. Conference administration is always available, however, to assist in resolving problems and misunderstandings. The Conference has established a procedure to allow an employee the opportunity to voice any problem or misunderstanding she/he may have with other employees or any concern that her/his employment has been adversely affected by a decision of the Conference or the employee's supervisor. The following steps are provided and should be followed by all non-pastoral employees:

STEP 1: The aggrieved employee should first raise any problem with the employee with whom she/he has a problem or misunderstanding or, in the case of concerns that employment has been adversely affected by a decision of the Conference or the employee's supervisor, with the Conference administrator or supervisor who, in the aggrieved employee's opinion, is most responsible for the area of the aggrieved employee's concern.

STEP 2: If the problem is not settled by the above process, the aggrieved employee should consult with the Conference Human Resources Director who shall meet with the aggrieved employee and the person with whom the aggrieved employee has initially raised the issue in a further attempt to informally resolve the matter. If the Conference Human Resources Director is also the person with whom the aggrieved employee initially met in Step 1, the Conference President or his designee should be the person to meet with the aggrieved employee and the other person.

STEP 3: If the previous steps do not resolve the issue, the aggrieved employee should ask the Conference Secretary for a hearing before the Conference Grievance Committee. The Conference Secretary shall arrange for such a meeting as soon as reasonably possible. The Grievance Committee shall meet with all concerned persons and shall then present its recommendation(s) to the Conference Personnel Committee which shall either issue a final and binding evaluation and resolution of the problem or forward its recommendation to the Conference Executive Committee for a final and binding evaluation and resolution of the problem.

If an employee has used any or all of the above steps in good faith the employee will not be disciplined or otherwise penalized for doing so.