

BOYCE THOMPSON INSTITUTE

POLICY: EMPLOYEE GRIEVANCE PROCEDURE

The Employee Grievance Policy has been established to provide for fair and timely resolution of disputes that may arise in the work place and applies to all employees. The procedure is to be used for the purpose of reviewing disputes and other job-related issues that may include, but are not limited to: terms and conditions of employment such as wages, hours, discharges, safety issues, rights of employees and supervisors, and anti-discrimination or harassment policies.

Employees may not be discriminated against for using any portion of this grievance procedure. The use of this procedure is a right. Discrimination resulting from use of this procedure is unacceptable conduct and will not be tolerated.

If you are unclear about any portion of the Grievance Procedure, the Director of Human Resources is available to answer questions.

PROCESS

Informal Procedure:

Employees are encouraged to resolve issues informally before resorting to the formal procedure. Both employees and supervisors are encouraged to communicate openly and on a regular basis. It is best to bring the issue(s) to the attention of those involved within a short time of the occurrence. Timeliness is very important in order to maintain a reasonable perspective and prevent unnecessary ill feelings from building.

The employee is encouraged to talk directly to the other party involved, but if that is difficult, then one may wish to enlist the assistance of the Director of Human Resources. If this is not successful, one should meet with the President.

If necessary, assistance is also available for Institute employees through the Employee Assistance Program (EAP). This free program provides crisis and non-crisis counseling and can assist the employee in understanding the nature of the issue and identifying ways to move toward seeking a resolution. To access EAP, call Family and Children's Services of Ithaca.

Formal Procedures:

Should all informal attempts fail to achieve resolution, the following steps are to

be followed in a formal grievance procedure.

Phase I.

A: The employee should put the grievance in writing and include:

1. a description of the grievance and a listing of the associated facts,
2. if applicable, identification of the policy or rule which may have been violated,
3. the resolution being sought.

This written document is to be signed and copies provided to the Director of Human Resources and the relevant Vice President or supervisor.

B: The Director of Human Resources (shall conduct a thorough investigation) will schedule a meeting to discuss the grievance with all parties involved and any other individuals the parties determine might be able to assist in investigation and/or resolution of the issue. This meeting will take place within 15 working days of receipt of the written grievance.

C: The Director of Human Resources will provide all parties and the President with a written statement describing the grievance and the resolution of the grievance within 5 working days of the completion of the meeting(s). Copies will be included in the personnel files of the parties involved in the grievance.

If a workable solution cannot be found through meetings with the Director of Human Resources, or if either party wishes to appeal the resolution, the process may proceed to Phase II.

Phase II.

A: Either party may file a written appeal within 5 working days of receipt of the resolution from Phase I. This document is filed with the President and the Director of Human Resources.

B: The President will schedule a meeting (or meetings) with all involved parties to be held within 15 working days of receipt of the written appeal. The President or a person designated by the President will chair the meeting.

- C: The Director of Human Resources will provide a written statement of the outcome of this meeting to all parties involved within five working days of the completion of the meeting(s). This decision is final from the Institute.

Employees are encouraged to represent themselves, however, at any step in the grievance procedure, either party may choose a representative to act on their behalf or simply to have that person present at all meetings. Either party may select an Institute employee as representative as long as that individual does not have a direct interest in the outcome of the resolution. The representative must be acceptable to both parties. The Director of Human Resources is available to assist with selection.

The time limits established in this procedure have been set to facilitate rapid resolution of problems. However, it is recognized that travel and professional and personal obligations may affect an individual's ability to meet a specific time limit. It is possible for either party to modify the time limits by a mutual written agreement, filed with the Director of Human Resources.