

Unitarian Universalist Fellowship of Fairbanks

IV. Personnel	Approved by: Board of Directors
Employee grievance	Adopted: December 4, 2009
Proposed by: n/a	Revised: n/a

The first step for an employee with a grievance is to seek informal resolution with the person responsible for the decision or action, or with the person's immediate supervisor, under the guidelines of the UUFF Covenant of Good Relations.

If the matter is not resolved informally, the employee may submit a written statement to his/her supervisor. The employee or supervisor may request the involvement of the Conflict Management Team, Personnel Committee, or the President.

If the matter is not resolved at that level, it goes to the President, who may make a determination after review of the issue. The President may involve the Personnel Committee or the Conflict Management Team, if they have not previously been contacted.

If the President's recommendation does not resolve the matter, the employee may seek a review by the governing board (Board of directors). The recommendation by the governing board will be binding upon the congregation and the employee.

All efforts will be made to resolve conflicts in a timely manner. There will be no Recrimination against any employee who seeks resolution of a grievance using this procedure.

