

## **CWC Interim Grievance Procedure**

### ***Introduction***

Although we seek to provide a workplace in which all employees feel that they are an important part of Calapooia Watershed Council (CWC), and where employees feel fairly treated, there may be times when you have a dispute with a supervisor or the CWC which can best be resolved through a formal procedure for dispute resolution. All disputes between any employee and the CWC are to be resolved in accordance with the following procedure. Please note, however, that the CWC reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the CWC or to constitute any part of a contract between you and the CWC.

Any dispute between you and CWC may be resolved using this grievance procedure, with the exception of oral reprimands which are not recorded in your personnel file.

A grievance is a complaint by an employee concerning any matter related to the employee's employment with CWC. All grievances must be in writing. Using the form provided by CWC, you must state clearly and concisely all the known facts related to your grievance, including "who, what, where, when and the why." Also explain what remedy you are requesting. You must sign and date the grievance.

### ***Grievance Procedure***

#### **Preliminary Step**

You must first address your grievance with your immediate supervisor. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process described in the steps below. Should the grievance involve your immediate supervisor, you may submit your grievance directly to the Executive Director, or Board Chair(s). Should the grievance involve your Executive Director, you may submit your grievance as described in the process below, or directly to the Board Chair(s.) Grievances with Board Chair(s) may be directed to the Executive Director, or other Board Member Officer.

#### **Step 1**

You must first submit your grievance in writing to your immediate supervisor. Grievances must be submitted within [30] calendar days following the date you first knew or should have known of the grievance. If you do not submit the grievance within the [30] day period, you waive your right to assert it.

Your supervisor will respond in writing within ten (10) days following receipt of your grievance. All grievances and replies in Step 1 must be in writing. If the grievance is not settled in Step 1, then you may proceed to Step 2.

#### **Step 2**

Within ten (10) days following your receipt of the written answer to your Step 1 grievance from your supervisor, you may appeal the disposition of your grievance by your supervisor to your Executive Director. The Executive Director will then undertake an investigation of your grievance and the underlying facts. Within 15 business days following receipt of your

grievance the Executive Director will meet with you in person to discuss your grievance. The Executive Director will then provide a written response to your grievance within 15 business days following the date of your meeting.

**Step 3**

If you are not satisfied with the response of the Executive Director at Step 2, you may submit your grievance to the Board Chair(s) of CWC or the Board Chair’s designee for review within five (5) days following receipt of the written response from your Executive Director. The Board Chair or his or her designee will review the grievance and provide a written response within 15 business days following receipt of the Step 3 grievance.

**Step 4**

You may appeal a Step 3 grievance to Step 4 and request final and binding arbitration of your grievance. The request for arbitration must be in writing and must be made within 30 days following receipt of the response of the Board Chair(s) or the Board Chair(s)’s designee at Step 3.

Upon receipt of your request, CWC will, within ten (10) working days of its receipt of your request, ask the Federal Mediation and Conciliation Service or the American Arbitration Association to provide a list of prospective arbitrators. The parties will choose an arbitrator from the list provided. If the parties cannot agree upon the choice of an arbitrator, then you and CWC will ask the American Arbitration Association to appoint an arbitrator to hear your case.

All fees or expenses of arbitration, including, without limitation, the arbitrator’s fees and expenses and rental of a venue for the arbitration, if necessary, shall be borne equally by the parties. Each party will pay its own attorneys’ fees or costs other than the arbitrator’s fees and expenses.

The grievant bears the burden of proof as to the validity of the grievance.

The decision of the arbitrator shall be in writing.

Adopted \_\_\_\_\_  
Board Chair Signature

Date \_\_\_\_\_

The CWC Grievance Policy will be temporarily adopted by the Board of Directors until December 31st, 2021, at which time a complete and permanent revision will be implemented.

Signed \_\_\_\_\_  
Board Chair Signature

Date \_\_\_\_\_