



Grievance Review Policy

Updated February 2018



POLICY:

The Diocese of Orlando provides a vehicle for employees who feel they have been unfairly treated to voice their concerns to a neutral panel of the diocese. If an employee feels their supervisor has unfairly or improperly applied or interpreted discipline, they have the right to request a committee hearing.

PROCEDURE:

FORMATION OF PANEL

1. The composition of the panel includes:
 - One Priest if available
 - One Sister if available
 - One member representing the Office of Schools
 - One member appointed by the Chief Financial Officer
 - Two representatives at large
2. The Human Resources Senior Director will chair the meeting and will have a vote in event of tie.

SCHEDULING OF PANEL

1. The employee or former employee completes the Request for a Grievance Review Committee Hearing (Attachment A) form, which is available from the Human Resources Senior Director's Office. Any employee or former employee desiring to appear before the committee should complete the Request for a Grievance Review Committee Hearing form and forward it to the Human Resources Senior Director.
2. The Human Resources Senior Director will respond back to the employee or former employee within 5 business days as to whether the request for a hearing has been approved. If approved, a hearing will be arranged as soon as possible but no later than 6 weeks from the date of the approval notification.
3. The Human Resource Senior Director will coordinate the activities of the committee, keep the necessary records, and coordinate the follow up.
4. The committee will meet during working hours as required to handle specific situations.

SCOPE OF AUTHORITY

1. The committee will review each side of any issue brought to its attention, listening to each side of the issue with only one side present. This encourages an unbiased review and negates the likelihood of confrontations. Each side is allowed approximately 45 minutes to present their concern and comments, unless additional time is requested by the Grievance Review Committee.



2. After reviewing the issue, the Grievance Review Committee will vote and make a recommendation to the Chancellor (or his/her designee). The recommendation will be presented in writing to the Chancellor (or his/her designee) with any minority opinion.

Recommendations for resolution may also include recommendations for specific management practice changes including monitoring of future performance or education.

3. The Chancellor (or his/her designee) will review the recommendation with the Bishop and make the final decision. The Chancellor (or his/her designee) will then notify the employee or former employee of the panel recommendations. That decision will be communicated to the individual in writing by the Chancellor (or his/her designee) no later than 20 business days after the hearing. Internal recommendations for management action will be communicated in writing by the Chancellor (or his/her designee). Copies of panel recommendations will be placed in personnel files of those affected. The Human Resources Senior Director will follow up with management involved to be sure that the appropriate corrective actions have been taken as directed. Progress toward, and completion of, any required performance improvement or education will be documented in the personnel file of the appropriate individual.

STIPULATIONS

The Grievance Review Committee will not review issues related to the following:

- Non-renewal of a contract
- Employees who are terminated within their first three months (90-days), which is considered a probationary period
- Employees who are terminated as a result of a reduction in force or elimination of a position if reviewed and approved by the Human Resources Senior Director

Former employees must present their request no later than four (4) weeks after termination, or the request will be automatically denied. Employees or former employees may bring one witness and/or one person for support to the hearing. However, attendees are prohibited from bringing attorneys to the proceedings because it would require the Human Resources Senior Director to arrange to have diocesan legal counsel present as well. In addition, children under the age of 18 and recording devices of any kind are not permitted.

REVISION OF POLICY

This policy requires the approval of the Bishop of Orlando.

Initiated: March, 1998
Current: August, 2007



Attachment A: DIOCESE OF ORLANDO REQUEST FOR GRIEVANCE REVIEW

Name Phone

Address City/State Zip

Employer: _____

Date of Hire: _____ Your Title: _____

Supervisor: _____

Matter to be reviewed (provide specific description): _____

Specific policy that you feel has been violated: _____

Please describe what you hope to achieve by going through this process: _____

Employee Signature Date

ALL SUPPORTING MATERIAL MUST ACCOMPANY REQUEST FOR PANEL'S REVIEW PRIOR TO MEETING