

TRINITY LUTHERAN CHURCH BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Grievance Procedures - Staff

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I. Purpose

The following procedures outline specific steps, which are followed by all involved staff of Trinity Lutheran Church and School in order to insure prompt and equitable resolution of work-related disputes. Staff members who believe they have been treated unfairly, or subjected to any form of abuse or sexual harassment as a result of their working conditions or another staff person's actions may initiate the formal grievance procedures outlined below.

As in all matters of faith and life, we are guided by Holy Scripture. The procedures outlined below attempt to follow the guide of Matthew 18 in dealing with problems. Staff relationships and working conditions should reflect the philosophy of ministry. How we deal with problems communicates one aspect of our Christian philosophy to the community. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

II. Staff Member's Responsibilities Regarding a Grievance

A. Solve at Lowest Level

All problems will be solved at the lowest level whenever possible. It is the responsibility of staff members who believe that they have been treated unfairly to initiate the grievance procedures to resolve a work-related dispute which unresolved may result in unsatisfactory job performance, resignation, termination, or registering such complaints with any other authorized committee or legal body.

B. Supervisor Responsibility

It is the responsibility of all staff with supervisory responsibilities to hear promptly and courteously all grievances registered in good faith by staff members under their supervision, to try to clarify misunderstandings, and to make reasonable adjustments of any complaints that arise in day-to-day work situations.

III. Procedures to Be Followed in Resolution of a Formal Grievance

A. Step One - Formal Discussion

Staff members will discuss their grievances first with their immediate supervisor. If a grievance is not settled within 10 working days, or if the staff member is not satisfied with the results, the staff member may elect to proceed with step 2.

B. Step Two - Written Presentation

1. The employee shall present the grievance in writing to the chairman of the Board of Christian School. The written grievance must contain sufficient detail to identify and clarify the basis for the grievance, and must specify the relief requested by the staff member. The written grievance should contain the following:
 - a. The specific action or incident upon which the grievance is based, the date the action or incident occurred (if known), and the date the staff member first learned of the action (if applicable).
 - b. The reason upon which the staff member bases the belief that the action was unfair or unjust, and the specific policy or written agreement that was violated.
 - c. Corrective action sought by the staff member.
 - d. A brief summary of the staff member's attempt to date to resolve the problem, and the results of such actions.
2. Upon receipt of a written grievance, the chairman of the appropriate supervisory board will take the following actions:
 - a. Establish and maintain a grievance file which will be the official record of all action taken during the grievance procedure.
 - i. The grievance file shall be independent, separate and distinct from the staff member's personnel records.
 - ii. The grievance file will contain the original written grievance, any written revisions, all written replies, and a dated summary of all official action regarding the grievance and resolution.
 - iii. The staff member will have access to the grievance file and will receive a written copy upon request.
 - b. Consult with the staff member and the immediate supervisor (if applicable) to gather all relevant information regarding the nature, circumstances, desired corrective action, and previous action taken regarding the grievance.
 - c. Study all relevant personnel policies, job descriptions, and other written agreements.
 - d. Reach an equitable decision regarding resolution of the grievance, discuss

such resolutions with the staff member, and provide a written summary of the decision for the staff member and the grievance file.

- e. If the grievance is not settled within 10 working days, or if the staff member is not satisfied with the results, the staff member may elect to proceed with step 3 of the grievance procedures.

C. Step Three (If Necessary)

1. The staff member, if dissatisfied with the decision, may appeal to the Voters' Assembly by presenting a written request to the President of the Congregation at least 7 days prior to Voters' Assembly meeting.
2. The decision of the Voters' Assembly is final.