



GRIEVANCE REVIEW PROCESS

POLICY The Archdiocese of Miami provides a vehicle for lay employees (parishes, schools, and Pastoral Center staff) who feel they have been unfairly treated in serious matters such as discipline or compensation, to voice their concerns to a neutral panel of the Archdiocese. If an employee feels their supervisor has unfairly or improperly applied or interpreted discipline and the employee has been unable to resolve the grievance with the supervisor, pastor or administrator, they have the opportunity to request a Grievance Review Committee hearing.

PROCEDURE

A. Formation of the Grievance Review Committee

1. The composition of the Committee generally includes:
 - One Priest or Sister, if available,
 - One member who is a parish staff member,
 - One member who is in school administration, if the grievance involves school personnel,
 - One representative selected by the Senior Director of Human Resources, and
 - One representative, at supervisory or management level, selected by the employee requesting the review.
2. The Human Resources Senior Director will chair the meeting and will have a vote only in the event of a tie. Minutes will be taken.

B. 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 review the request and will determine usually within (10) business days whether the request has been approved at the Archdiocese's discretion. If approved, a hearing will be arranged as soon as possible but usually no later than six (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. The employee or former employee requesting the hearing may present written documentation for the committee's review. Any material to be considered must be submitted to the Human Resource Senior Director in writing no later than four (4) business days prior to the day of the hearing so that it can be provided to the Committee for its review. The appropriate supervisor will have the opportunity to review the material presented and offer comment.
4. The committee will meet during working hours as required to handle specific situations.



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C. 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 for Administration (or his/her designee). The recommendation will generally be presented in writing to the Chancellor (or his/her designee) along with any minority opinion.
3. Recommendations for resolution may also include recommendations for specific management practice changes.
4. The Chancellor for Administration (or his/her designee) will review the recommendation and make the final decision. The Chancellor for Administration (or his/her designee) will then notify the employee or former employee of the decision. That decision will be communicated to the individual in writing by the Chancellor for Administration (or his/her designee) usually no later than twenty (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 Committee recommendations will be placed in personnel files of those affected. Progress toward, and completion of, any required performance improvement or education will be documented in the personnel file of the appropriate individual.

D. 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 (3) months, which is considered a probationary period
- Employees who are terminated as a result of a reduction in force

Former employees must present their request no later than two (2) weeks after termination. 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. The review process is a hearing of peers rather than a formal legal process. In addition, children under the age of 18 and recording devices of any kind are not permitted.

E. Revision of Policy

This policy requires the approval of the Archbishop of Miami to be modified.

Initial: August 1, 2011

Current: September, 2012



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Attachment A: ARCHDIOCESE OF MIAMI REQUEST FOR GRIEVANCE REVIEW

Name _____ Phone _____

Address _____ City/State _____ Zip _____

Employer/Entity: _____

Date of Hire: _____ Your Title: _____

Supervisor: _____

Matter to be reviewed (provide specific description and attach additional pages, if necessary):

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**