

HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: GRIEVANCE PROCEDURE POLICY

POLICY NUMBER: 00025

REVIEWED & REVISED: 05/01/2012

POLICY:

This policy shall apply to all employees under the jurisdiction of the Hektoen Institute LLC. For employees covered by collective bargaining agreements, this policy shall apply as modified by those agreements. This policy shall apply to all employees without discrimination as to age, sex, marital status, race, creed, color, national origin, physical handicap or political affiliation. All employees shall have a right to file a grievance and shall be assured freedom from coercion, restraint, or reprisal. The term "employee" as used throughout this procedure shall also be understood to include any recognized employee representative or a recognized organization and staff paid through the Hektoen institute.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

To specify the method by which employees may present grievances and seek redress.

DEFINITION:

A grievance is a difference between an employee and the Hektoen Institute with respect to the interpretation or application of, or compliance with, the rules and regulations, disciplinary action, or the terms in Agreements between the Hektoen Institute and recognized employee organizations.

POLICY:

- A. The Hektoen Institute is committed to fair employment practices and recognizes its responsibility to review and make reasonable effort to resolve employee grievances.
- B. An employee is encouraged first to discuss the grievance with the immediate supervisor.
- C. If the employee feels the grievance has not been satisfactorily adjusted as a result of this discussion, the employee may advance review in accordance with the procedure set forth elsewhere.
- D. Grievance of a general nature or affecting more than one (1) employee may be presented by recognized employee representatives or organizations at Step 2.

TIME LIMITS:

- E. Grievances must be presented by the employee within thirty (30) calendar days from occurrence of cause for the grievance or thirty (30) calendar days from the date cause should have been known to the employee, whichever occurs later, except that for errors in pay, the time period shall be six (6) months.
- F. An employee's failure to file a grievance within the time period specified shall constitute a waiver of any rights to advance the grievance.

II. PROCEDURE:

A. STEP ONE: The employee advances the grievance as follows:

1. The employee obtains a Grievance Form from the Hektoen Personnel Office, or from the Department Head.
2. The employee writes the nature of the grievance and the resolution sought on the Grievance Form and –
 - a. Has the grievance recorded at the Hektoen Institute
 - b. Presents the grievance to the immediate supervisor.
 - c. In all cases it will be the responsibility of the Hektoen Institute Personnel Office or the Hektoen Institute Department Head to maintain a log of the grievances and assign a grievance or file number.
3. Within the five (5) calendar days after receipt, the immediate supervisor shall meet with the employee to discuss the grievances.
4. Within the five (5) calendar days after the meeting, the immediate supervisor answers the grievance on the Grievance Form and transmits the answer to the employee.
5. If the answer is satisfactory, the grievance procedure is concluded at Step 1.
6. If the answer is not satisfactory, the employee may, within the five (5) calendar days after receipt, or if no answer is given, advance the grievance to Step 2.
7. Failure to advance the grievance within five (5) calendar days after the Step 1 answer is due, concludes the grievance procedure.

B. STEP TWO: The employee advances the grievance as follows:

1. On the Grievance Form, the employee checks that the answer is not satisfactory, writes the date referred to Step 2, and signs the form. The employee presents the grievance to the Executive Director/designee or to his or her Department Head.
2. Within the five (5) calendar days after receipt, the Executive Director/designee or the Department Head shall meet with the employee to discuss the grievance.
3. Within the ten (10) calendar days after the meeting specified in (2) above, the Executive Director/designee, or Department Head writes the final answer on the Grievance Form and transmits the answer to the employee.

C. STEP THREE: The Employee advances the grievance as follows:

3. Within ten (10) calendar days after receipt of the Step 2 answer, the employee writes a letter to the (Chief Administrative Officer of the Hektoen Institute), stating that the answer given at Step 2 is unsatisfactory, including specific reasons as to why this answer is unsatisfactory and requesting a review hearing at Step 3.
3. The Chief Administrative Officer of the Hektoen Institute shall then select a Hearing Officer to hear the grievance. The Hearing Officer will set a date for the appeal hearing within thirty (30) days; and submit a written decision to the employee. The decision of the Hearing Officer is final.
3. Any appeals of the Hearing Officer's decision shall be by common law Writ of Certiorari to the Circuit Court of Cook County.

III. EXCEPTIONS:*

- A. For grievances not related to the employee's department, the grievance should be filed with the Hektoen Institute Personnel Office, or with the Department Head who will answer it, or will forward it as appropriate.

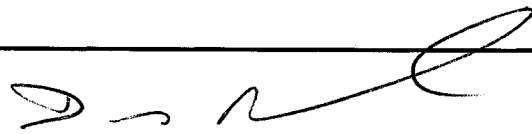
*This paragraph is modified to the extent covered by a collective bargaining agreement that provides for the exclusive representation for employees and/or positions covered hereunder.

- B. Only the employee(s) or the representatives of the recognized union may present and/or advance a grievance to any of the steps provided herein, except as follows:
1. An employee may not be represented by his/her immediate supervisor, Division, or Department Head.
 2. An employee may not be represented by any member of the Hektoen Institute Personnel Office Staff.

IV. MISCELLANEOUS PROVISIONS:

- A. In any case where an employee has been charged with an offense which involves criminal proceeding which are pending before the grand jury or in court at the time the grievance is filed with the Chief Administrative Officer for hearing, the person so charged may request that the Chief Administrative Officer's hearing be continued until such time as the criminal proceedings are terminated and such request shall be granted; provided such person shall execute a waiver of all rights to pay during the period of adjournment, and provided further that he may terminate his request for continuance and waiver upon ten days notice in writing to the Chief Administrative Officer. The said ten day period begins upon receipt of the termination request by the Chief Administrative Officer.
- B. At any time prior to the announcement of findings and decision, with the express consent of the employee and the approval of the Executive Director or designee or the Hektoen Institute Department Head or designee, the Hearing Officer may accept the employee's resignation in lieu of discharge or suspension.

Approved by: _____



Date: _____

4/10/12

Job Title: _____

Administration