

600 GRIEVANCE PROCEDURE

601 PROBLEM RESOLUTION – GRIEVANCE PROCEDURE

The Diocese is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from diocesan supervisors and management.

The Diocese strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

There are times when interpretation and application of diocesan policies and procedures may lead to differences among personnel. Two means are provided for resolving such differences:

601.1 Informal Review Process

When a dispute arises, the most efficient means of communicating is for the employee and immediate supervisor to engage in a thorough discussion of the matter. At times, discussion with other management personnel may help. Supervisors will act and advise the employee of any resulting decisions.

601.2 Formal Grievance Process

Step 1. The grievance must be presented in writing to the employee's immediate supervisor within 5 days of the incident's occurrence. The written grievance should include the facts related to the incident, diocesan policy or procedures involved, and the remedy sought.

Step 2. The supervisor will meet with the employee and provide the employee with a written decision that includes the reasons supporting the decision. The supervisor will also provide his or her own supervisor with copies of the grievance and the written decision.

Step 3. If the employee remains dissatisfied with the immediate supervisor's decision, he or she will notify the immediate supervisor in writing within 5 working days after receiving the decision. The immediate supervisor will then arrange a meeting between the employee and the next highest supervisor. The procedure outlined in *Step 2* above will be repeated, with the results and copies forwarded to the Director of Chancery Services and the Human Resource Director/Pastor.

If the employee remains dissatisfied with the decision reached in *Step 3*, he or she may notify the Human Resource Director and the Director of Chancery Services or Pastor, who will proceed as outlined in *Step 2*.

If the matter is then not able to be resolved, it will be directed to the Bishop of Helena. The Bishop will make the final decision, taking into consideration all documentation and information to this point.

Upon termination of employment, employees of the Diocese of Helena have 7 days to file a formal grievance. If a formal grievance is not brought to the attention of the pastor/HR director/school administration during those 7 days, the employee forgoes the right to further legal action against the Diocese of Helena.