

Grievance Policy

Adopted March 23, 2003
Revised July 4, 2012



A grievance is any significant employee concern that arises in the application of personnel breaches or in violation of personnel practices, either between employees and their co-workers or between employers and employees.

COMPLAINTS INVOLVING ANOTHER EMPLOYEE

Employees are encouraged to take complaints involving a co-worker directly to that person for discussion and resolution. If the two employees are unable to resolve their differences, they may at any time request a mediation meeting with their supervisor where both employees are present.

If the complaint is unresolved at that level, a second mediation meeting can be arranged with the Executive Director. The resolution of the Executive Director, in association with the ITA Executive Board Chair, shall be considered final.

COMPLAINTS AGAINST THE ITA

The procedure set forth is intended to serve as a means for peaceful settlement of disputes that arise between employees and the ITA. Extension of times beyond those indicated in the formal steps of the procedure outlined below may be secured through mutual (written) agreement of the parties involved. Failure by the employee to comply with any limitations shall constitute nullification of the grievance. Failure by management to comply with the time limitations shall enable the employee to proceed to the next step of the grievance procedure.

STEP ONE: IMMEDIATE SUPERVISOR

- a. Every effort shall be made by both employee and supervisor to resolve the problem through discussions.
- b. If discussions fail to resolve the issue, the employee shall submit the substance of his or her grievance in writing to the immediate supervisor.
- c. The immediate supervisor shall convey his or her decision in writing to the employee within five working days of receipt of the grievance.
- d. If the aggrieved employee is not satisfied by this decision, he or she may submit in writing his or her grievance to the Executive Director within five working days of receipt of the immediate supervisor's decision.

STEP TWO: EXECUTIVE DIRECTOR

- a. The Executive Director, in consultation with the ITA Executive Board Chair, shall, within five working days of notification, arrange a meeting with the employee to discuss the grievance.
- b. A decision regarding the disposition of the grievance shall be conveyed in writing to the employee within five working days following the meeting.
- c. If the matter is resolved at this level, it shall be mutually acknowledged in writing, and no further action is required.
- d. If the discussion has failed to resolve the issue, the employee has five working days to submit a written notice outlining the grievance to the Executive Board Chair.

STEP THREE: A COMMITTEE OF THE ITA BOARD

- a. Upon receiving the written request, the Executive Board Chair shall request copies of all written communications from step one and step two. The Executive Board shall meet within 10 working days to discuss the issues. With the exception of the employee and his or her representative, the committee of the ITA Executive Board shall decide who else shall be in attendance.
- b. The ITA Executive Board shall decide on the matter by majority vote and shall issue its decision in writing to the employee and the Executive Director within five working days of its meeting.
- c. Decisions of the ITA Executive Board shall be final. Failure of a party to cooperate with ITA Executive Board does not preclude the ITA Executive Board from conducting a further proceeding.

STEP FOUR: THE ITA EXECUTIVE BOARD

- a. The decision of the ITA Executive Board is final. The ITA Board shall issue its decision in a written statement to the employee and the Executive Director within five working days of its meeting.