

Cowley County Extension Council Executive Board

Extension Board Grievance Policy

Effective Date: 5/7/15

Revised from: 6/5/14; 1/8/14

We value the contributions of volunteers to the Cowley County Extension Programs and we have established this grievance policy so that issues may be resolved in the simplest manner possible.

Level 1 – The grievant shall request an informal conference with the agent/staff/volunteer within 15 days after he/she becomes aware of the grievance. The purpose of this meeting is to have the opportunity to resolve the grievance in an informal manner. Whenever possible it is strongly recommended that this meeting be in person.

Level 2 – If the grievant is unable to get a conference within 15 days of the request, or if he/she is dissatisfied with the result of the informal conference, he/she shall, within another 15 days, complete and deliver the Extension Board Grievance Policy Form to the Extension Board Chair. The form must be completed in its entirety, and must show that Level One was completed.

Upon receipt, the Extension Board Chair and Vice-Chair shall review the grievance and determine if the grievance should be forwarded to the Grievance Committee, or other action should be taken. If it is determined that the grievance should not move forward to the Grievance Committee, the grievant will receive written notice of this decision within 15 days of receipt of the grievance form.

If forwarded to the Grievance Committee, the Committee will hold a conference with grievant and parties involved within 15 days. The purpose of this meeting is to formulate a plan of action to resolve the issue. Written notification of the Committee decision will be sent to involved parties within 10 days of this conference.

Level 3 - If the individual is dissatisfied with the results of Level 2, he/she shall file a written grievance with the Extension Board. The grievant shall submit a written letter, addressed to the Extension Board, stating why the action taken at Level 2 was unsatisfactory. A representative from the Extension Board will then contact the necessary parties and specify a place and time for a formal hearing to be conducted by the

Extension Board. This hearing should take place within 30 days of receiving the Level 3 request.

When the grievance is either allowed or denied, the course of action shall be entered in writing, and a copy delivered to the grievant and the person against whom the grievance was made. The Extension Board reserves the right to institute further restrictions upon the person/persons upon whom the grievance was made.

Bill Mueller, 2015 Cowley County Executive Board Chair

5-7-2015

Cowley County Extension Board Grievance Policy Form

Level One

Name: _____

Address:

Phone: _____ Email: _____

Date Grievance Issue Occurred: _____

Date informal contact was completed to discuss issue: _____

Method of informal contact: In Person (preferred) Email Phone Writing
Other _____

Please circle the appropriate division of the Cowley Extension staff area:

Agriculture/Community Development FCS 4-H Youth Office Staff

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Level Two

Date this form is being submitted: _____ (Must be 15 days from Level One contact date)

Brief description of issue: (Use back side of page if more space is required)

What resolution are you seeking?

Signature: _____ Date: _____

(Board Use Only)

Action taken: Forward to Grievance Committee Denied Other

Board Chair Signature: _____ Date: _____

Vice-Chair Signature: _____ Date: _____

(Grievance Committee Use Only)

Date and Time of conference: _____

Location of conference: _____

Action taken:

Written notification of action date: _____

Grievance Committee Chair Signature: _____

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Level Three

(Extension Board Use Only)

Level Three grievance receipt date: _____

Date and Time of conference: _____

Location of conference: _____

Action taken:

Written notification of action date: _____

Board Chair Signature: _____ Date: _____