

Grievance Procedure

Should any employee of **The Alliance of Southwest Missouri** feel that they have been unjustly dealt with they shall discuss the alleged injustice within five (5) working days with their immediate supervisor. Both parties shall make every effort to resolve the issue.

Should there not be an acceptable resolution reached between the employee and the supervisor, the aggrieved employee shall put the complaint in writing. The written complaint must be completed within five days of meeting with the supervisor.

The complaint should be addressed and submitted to the Executive Director. Within five (5) working days of the receipt, the Executive Director shall notify the employee, in writing, of the response to the complaint.

Should the employee not be satisfied with the written response from the Executive Director, she/he may appeal the complaint within five working days to **The Alliance of Southwest Missouri** President for a formal hearing.

The employee shall be her/his own spokesperson and present all known facts of the complaint to The Alliance Board of Directors. Within five (5) working days, the Committee shall indicate in writing to the employee that the complaint is either sustained or denied. This decision shall be considered final.