

## PFCC Incident or Grievance

### Definition:

A grievance is defined as any disagreement affecting relationship between members or between Board members. An incident is defined as any event or issue occurring between an employee or other agent of PFCC, including stipend volunteers and the Board of Directors or a member and a member guest.

### **Procedure for submitting a Grievance or an Incident Report**

1. A grievance or an incident must be reported in writing by the affected party on the official form, attached.
2. The form must be signed and include contact information for the person submitting the statement.
3. Each grievance/incident must be submitted as a single issue.
4. The grievance/incident must be submitted to the office, for an official "received" stamp. It will then be given to the Grievance Committee for review.
5. Parties to the issue will be contacted by the Chair for a time and place to conduct a meeting, if required.
6. After investigation and/or negotiations with both parties, a solution should be reached. It will be put into writing using the agreement attached.
7. If a solution cannot be reached, a recommendation for solution of the issue will be forwarded in writing to the Board of Directors.
8. A meeting may be scheduled with the Board, Grievance Committee, and the parties involved. A solution will be made by the Board through supported motion and unanimous vote.

**No grievance or incident will be finalized unless signed off on by the Board of Directors.**

**The Grievance Committee's process is confidential in nature and will not be discussed outside these procedures, nor with anyone who is not party to this matter.**

Filed By: \_\_\_\_\_ Date filed: \_\_\_\_\_

Filing as: Director: \_\_\_\_ Employee: \_\_\_\_ Member: \_\_\_\_ Stipend Volunteer: \_\_\_\_ Other: \_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Filed against: \_\_\_\_\_

Director: \_\_\_\_ Employee: \_\_\_\_ Member: \_\_\_\_ Stipend Volunteer: \_\_\_\_ Other: \_\_\_\_



