

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.303 Procedures for Addressing Employee Concerns and Problems:

- A. For the purpose of this policy, a problem or concern is an alleged violation of an approved personnel policy or practice or of an applicable State or Federal law not adequately dealt with in these policies or practices.

- B. In order to deal promptly and fairly with all problems or concerns, the following steps are to be taken:
 - 1. Preliminary Procedure: Prior to filing a formal written concern, a preliminary step is to be taken: The concerned party must first discuss her or his problem with her or his immediate supervisor.

 - 2. Formal Filing Procedure: If informal efforts to resolve a problem have failed, a written document may be filed by submitting a statement to the Chairperson of the Personnel Committee. Formal statements of discontent must be filed within ten (10) working days of the alleged incident
 - a. The chairperson of the Personnel Committee shall call a meeting of the Personnel Committee, which shall review the concern with all necessary parties. It shall make a determination of the problem.
 - b. If the person who submitted the initial statement is dissatisfied with the decision of the Presbytery Personnel Committee, the person may file an appeal within fifteen (15) days to the Presbytery Council. The Council, in consultation with all parties involved, shall make the final determination. It shall supply all parties concerned with its decision in writing.
 - c. Right of Advocacy: It is understood that all parties involved may arrange to have an advocate with him or her at all steps in the formal process.
 - d. Written Records: A written record of all decisions arrived at in all meetings shall be kept.
 - e. Letters of decision from the Personnel Committee or the Presbytery Council shall contain provisions for the discontented party to indicate her or his acceptance or rejection of the decision.