Sample Grievance Procedure
Within Larger Agency

Grievance Procedure

The If I Had a Hammer Youthbuild Program is committed to resolving grievances and concerns quickly and appropriately. If a Hammer Program trainee has a grievance or concern, the optimum first step is to talk with a Hammer program staff person. If the result of this interaction is not satisfactory, or if the trainee is not comfortable for any reason, the proper procedure for grievances about Hammer program disciplinary action or procedure is as follows:

1. Meet with the program coordinator of Hammer YouthBuild, if the issue is not resolved or if the grievance is with this party.
2. Meet with the human resources director of the YWCA.
3. Meet with chief operating officer of the YWCA.

At this point, if either party does not feel that a suitable resolution has been reached, YWCA, in accordance with applicable state and federal regulations and current personnel policy will pursue the process of having a formal grievance hearing. The concerned party should submit a written request for a hearing to the executive director in a timely fashion but not more than one year following occurrence. A hearing date will be set within 30 calendar days of receipt of letter. The intent of the hearing is to facilitate a mutually agreeable resolution to the matter of concern. If no agreeable decision is made, arbitration will be pursued.

Policy specific to appealing a Hammer Youthbuild Program dismissal: If a trainee feels that they were unfairly dismissed, a written appeal should be sent to the program coordinator of Hammer YouthBuild within 10 days of action. A meeting with the program coordinator will be arranged within 10 days of receipt of the letter. All documentation and material surrounding disciplinary action will be made available to the Hammer program trainee. If there is still a grievance, the trainee should arrange to follow the procedure described above.

I, the undersigned, understand and accept the terms of this grievance procedure for the If I Had a Hammer YouthBuild program for the program year beginning September 2005 and ending March 2006.

________________________________________________________________________________________________________________

________________________________________
Hammer Program Trainee Date

YouthBuild USA • Youthbuild Appendices 2009 • Section 3 • Sample Grievance Procedure Within Larger Agency