



I.E.S. EMPLOYEE GRIEVANCE PROCEDURE

(updated 5/2019)

In the event you have a grievance with another staff member you have the right to have that problem investigated and addressed by the immediate supervisor. Grievances must be presented in writing. If you are not satisfied with the resolution, you may then appeal to the Director of Ministries who will review all information made available to him/her and make a determination as to how to resolve the matter. If your grievance is with a Director or direct report of the CEO you have the right to appeal to the CEO. To request an investigation, submit your written complaint to the CEO within **15 days** of the offense. If the allegations or the substance of the complaint involve the CEO, the complaint can be filed with the Board Grievance Committee directly.

If the problem is not resolved to your satisfaction by the CEO, you may then request further investigation by contacting the Board of Director's Grievance Committee in writing. The current Grievance Committee members are:

1. Carlos Tobon - ocalaproperties4u@gmail.com
2. Paulette Millhorn - Pmillhorn@yahoo.com
3. Vern Shukoski - vergai@aol.com