

A. GRIEVANCES AND APPEALS

The purpose of the appeals procedure is to provide full opportunity for staff and volunteers to bring to the attention of the management any complaints, grievances or situations that a staff member or volunteer feels need either adjustment or information. It is the intent and desire of WMNF to adjust complaints or grievances informally. The station manager, the staff and the volunteers are expected to make reasonable efforts to resolve problems as they arise. However, it is recognized that there will be grievances which will be resolved only after an appeal and review. The station manager has the right to file grievances and in the case of termination is entitled to a hearing.

APPEALS PROCEDURE

To assure every staff member and volunteer a method in which grievances may be considered rapidly and fairly, the following steps are provided:

1. The aggrieved staff member or volunteer should discuss the complaint or grievance with the station manager or submit it to the manager in writing within 7 calendar days of the incident, in an effort to achieve a prompt and satisfactory adjustment.

The station manager will make a decision and notify the staff member or volunteer in writing, usually within 7 calendar days.

2. If the aggrieved staff member or volunteer feels that the matter has not been settled or adjusted in a satisfactory manner by the station manager, he or she may submit the matter in writing to the personnel committee within 7 calendar days of receipt of the answer in step 1.

The personnel committee will schedule a meeting with the staff member or volunteer, usually within 7 calendar days of receiving the written grievance. The personnel committee will give a written answer to the staff member or volunteer, usually within 7 calendar days after the scheduled meeting.

3. In the event of non-resolution, the staff employee or volunteer may submit a final appeal to the NBS board at the next scheduled board meeting. The board will render its decision by a vote equal to the majority of the directors currently serving on the NBS board. The decision of the board will be final, and the staff member or volunteer will have no further right to appeal, under this procedure.

4. If there is a bona fide emergency requiring an expedited appeal, the staff member or volunteer should contact the president of the Board of Directors, who may call an emergency meeting of the Executive Committee.

Passed second reading January 13, 2003