

GRIEVANCE PROCEDURE
Strategic Prevention Framework State Incentive Grant
Community Prevention Coalition Region J
“Allies in Substance Abuse Prevention”

Policy: The Community Prevention Coalition Region J (the “Coalition”) is committed to providing a work atmosphere where members and the Coalition abide by applicable policies, procedures and ethical guidelines.

Purpose: This grievance procedure is provided to give members a systematic process for the objective hearing and orderly handling of Coalition member grievances.

Scope: The grievance procedures may be used by all Coalition and Oversight Board members

Definition: A grievance is a complaint concerning the application of policies, procedures and ethical guidelines governing members and/or Coalition conduct or practices. This shall include, but not be limited to, breaches of the standards consistent with the New Hampshire Code of Ethical Standards for Certified Prevention Specialists by Coalition and Oversight Board members of the Strategic Prevention Framework State Incentive Grant (“SPF SIG”) Community Prevention Coalition Project. Members shall have a duty to disclose such breaches.

The Complainant (person filing the grievance) may expect a fair resolution of their grievance without fear of jeopardizing membership status. Parties and witnesses to the subject matter of a grievance shall not serve upon the review panels described below in the handling of such grievance.

All information pertaining to a grievance shall be treated as confidentially as reasonably possible.

Procedure:

1. A Complainant shall contact an Oversight Board member in writing with specific details of the grievance.
2. One to three Oversight Board members shall be assigned to investigate a grievance depending on the seriousness of the issue (the “Oversight Board Panel”).
3. The Oversight Board Panel, after investigation, will respond in writing to both parties within ten (10) business days of the receipt of the grievance with a written decision on the grievance. If it is not feasible to issue a decision in this timeframe, the Complainant will be contacted with an estimated time of completion.
4. The Oversight Board Panel, upon completing its investigation, shall issue its decision, which will be submitted to the Complainant in writing. The Oversight Board Panel’s decision may be appealed to the Full Oversight

Board, by filing a written appeal with the Full Oversight Board within five (5) business days of the Oversight Board Panel's decision. The Full Oversight Board will consider the appeal and gather any additional information it deems necessary. The Full Oversight Board shall issue a decision within ten (10) business days of receipt of the appeal unless it notifies the Complainant of the need for additional time. Its decision shall be final.*

If in the opinion of the Oversight Board Panel or the Full Oversight Board, if appealed, certain policies, procedures or ethical standards were breached such that the success of the SPF SIG project is comprised, the resolution may include, but is not limited to, removal of the respondent (person who the grievance was directed toward) from the project. Once initiated, the grievance procedure may be terminated at any time upon the agreement of both parties.

Strategic Prevention Framework State Incentive Grant staff and Oversight Board members shall adhere to the grievance policy of the fiscal agent for the project.

*The Oversight Board will always have the latitude to exercise its reasonable discretion when issues arise that are not described in the procedure.

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Approved by the Oversight Board on November 5, 2007