

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct
Section 504 – Grievance Procedure

1. General Information

- a. A grievance is defined as any dispute or complaint between an employee and the Partnership for Children of Cumberland County, Inc. (PFC) or between two employees of PFC.

2. Policies

- a. Supervisors will provide a verbal answer to a verbal notification by an employee within 5 business days.
- b. Supervisors will provide a written answer to a written notification by an employee within 5 business days.
- c. Unless the grievance alleges a violation of federal or state law or PFC equal opportunity policy or the grievance has arisen from an involuntary dismissal, the President will provide a written response to a written notification within 5 business days. The decision of the President shall be final.
- d. If the complaint alleges a violation of federal or state law or PFC equal opportunity policy, or the grievance has arisen from an involuntary dismissal, the Board Chair will provide a written response detailing the proposed actions within 5 business days.