
ΣΤΔ
SIGMA TAU DELTA
GRIEVANCE POLICIES AND PROCEDURES

POLICY:

It is Sigma Tau Delta's policy to follow standard fair employment practices and to address concerns swiftly and fairly. This policy covers the Board of Directors, the Executive Director, all employees, the Managing Editor, Student Representatives, the Alumni Representative, and all other paid or unpaid personnel. Employees whose salary comes in whole or in part from non-Sigma Tau Delta sources should consult the policies of those sources.

PROCEDURES:

Personnel with grievances should attempt to resolve them as informally as possible. Within seven days of the date the party knew or should have known of the situation giving rise to the grievance, the party should discuss concerns with the immediate supervisor. If no satisfactory resolution is effected at this level, the party may elect to file a written formal complaint with the President of the Board of Directors. If the President is involved in the situation giving rise to the grievance, the complaint should be filed with the Immediate Past President.

When an employee files a formal complaint, the President of the Board of Directors (or the President's designee) will appoint a three-member ad hoc dispute committee. Members of the committee will speak (by phone or in person) to the involved parties. Within one week of the conversation, the ad hoc dispute committee will give the employee and the Executive Director a written final response, identifying what action, if any, will be granted. The letter shall also include a summary of the dispute committee's reasoning. The committee's written answer shall be binding.

Formal complaints must be in writing and should include:

1. the name of the grievant
2. a statement of the facts giving rise to the grievance
3. identification of individuals (if known) whose actions or omissions resulted in the grievance
4. the date on which the act or omission occurred and the date on which the grievant first gained knowledge of the act or omission
5. the date of initial submission of grievance to immediate supervisor
6. the relief sought