

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 09/22/82	SECTION: Human Resources	
BOARD APPROVED ON: 09/22/82	DATE REVISED: 06/01/15, 5/5/2023	SUBJECT: Grievance Procedures	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 07/18/18, 01/16/19, 05/05/21, 5/5/2023		POLICY #: ED-015	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to provide procedures whereby dissatisfaction with employment conditions may be addressed.

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Employee	1. Shall attempt to resolve a grievance orally with the employee's immediate supervisor within ten (10) workdays of becoming aware of the issue.
Program Supervisor	2. Shall provide an oral answer to the employee within two (2) workdays following receipt of the initial presentation of the grievance.
Employee	3. If dissatisfied with the reply of the program supervisor, the employee shall reduce the grievance to writing and submit it to the program supervisor within five (5) working days of the program supervisor's reply.
Program Supervisor	4. Within 5 working days of receiving the written grievance shall reduce the program supervisor's reply to writing and transmit both the employee and their statements to the appropriate division director.
Division Director	5. Shall confer orally with grievant and program supervisor within five (5) working days of receiving the written response from the program supervisor.

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Division Director

5. Provides written decision to the employee within five (5) working days, following date of conference. A copy of this decision will be provided to the program supervisor and the executive director

Employee

6. If not satisfied with the decision of the division director, the employee shall return the employee's copy of the division director's decision with the employee's notice of appeal to the executive director within five (5) working days from receipt of the division director's reply.

Executive Director

7. After holding any conference deemed necessary, the executive director shall render a written decision within ten (10) working days from the date of receipt of the written appeal from the employee.