READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 103

SUBJECT: Faculty Grievance Policy

Responsibility of: Program Director
Revised: February, 2013 Reviewed: February, 2013

Purpose

To provide an orderly approach to guarantee Faculty Organization members due process to all controversial matters that arise while employed by Reading Hospital

To achieve a fair and expeditious resolution of problems at the lowest authority level

Definition

A grievance is any complaint, disagreement, controversy, or any matter which directly/indirectly affects the Faculty Organization member (grievant)

Procedure

Step 1 - Informal Level

A. The grievant(s) should first attempt to resolve the issue with the involved parties.
B. Consult with the Program Director in an attempt to find a satisfactory solution.
C. If the situation cannot be resolved, a formal grievance may be filed.

Step 2 - Formal Level

A. The written grievance must be filed with the Program Director
   - Should the grievant be unable to discuss the problem with the Program Director, the grievance would be filed with RHSHS Director
   - Should the grievant be the Program Director , then the grievance would be filed with RHSHS Director
B. The Program Director will make a decision regarding the grievance
   - If any party involved in the grievance is not satisfied with the decision, the grievance is taken to the next highest authority until the issue is resolved. The levels of authority are in order:
     - Director of RHSHS
     - COO of Reading Hospital
     - CEO of Reading Hospital
C. The CEO's decision will be final

D. If the grievant believes he/she has been discriminated against on the basis of age, sex, race, religious creed, handicap, color, ancestry, or national origin he/she may then contact:
   - the Pennsylvania Human Relations Commission or
   - the Equal Employment Opportunity Commission

During the course of the grievance proceedings, the grievant is not permitted to be represented by legal counsel

The grievant will be allowed to continue to fulfil his/her responsibilities unless disciplinary action had been invoked prior to the grievance that would prevent the grievant from fulfilling those responsibilities.