

KKFI Grievance Form

A grievance is defined as any complaint brought by any Active Member(s), Volunteer(s), Programmer(s), Board member(s) or standing committee or ad hoc committee member(s) because of actions by any individual or group which violate any law, rule, regulation, bylaw, station policy, or for unfair or discriminatory treatment. **Grievances must be filed within 45 days from the later of** (i) the date that the complained of action occurred, or (ii) the date that the complainant was informed of the complained of action or otherwise should have known of the complained of action.

The Grievance Committee shall investigate and conduct a meeting within 30 days of the filing of a grievance to hear a presentation of any grievance from both parties and from any witnesses either side should choose to present. Any member of the Grievance Committee shall recuse himself or herself from any grievance or complaint to which they are a party.

After hearing the presentation of the grievance from the parties involved, the Grievance Committee shall discuss and render a decision and a resolution to the grievance by majority vote. The appropriate party will carry out the decision and resolution of the Grievance Committee.

An appeal to the Board may be made only on the grounds that the Grievance Committee did not comply with the proper procedure or that its decision is in violation of any law, rule, regulation, bylaw, or station policy. If the Board decides by majority vote that the appeal is valid, it shall return the grievance to the Grievance Committee for reconsideration. The Grievance Committee shall alter its decision and/or resolution of the grievance to comply with the objections of the Board.

A grievance may be settled at any step when an agreement is reached that is satisfactory to all parties. The settlement shall be put in writing and signed by all parties, the Station Manager and the presiding officer of the Board of Directors.

1. Name _____

Phone(s) _____ Email _____

2. Who is responsible for the grievance? (against whom are you filing?) _____

3. Statement of the grievance (what happened – give the basic facts) _____

4. What law, rule, regulation, bylaw, or station policy has been violated, or is this for unfair or discriminatory treatment?

5. Are there any witnesses you will present? If so who? _____

6. Are there any documents that you need and/or will present? If so what? _____

7. What do you want the Grievance Committee to do to resolve this problem? _____

8. Are you willing to: (check either or both boxes)

- Participate in a mediated negotiation to attempt to resolve the problem and/or
- Only have a hearing after which the grievance committee will determine the resolution

Privacy Policy: Because grievances are personnel matters, written materials and communications will be held in confidence by the Grievance Committee and the parties unless any of the parties wish to divulge these matters. Grievance Committee meetings will be open only to the committee members and the parties involved.

To file a grievance, fill out this form and email it to grievance@kkfi.org

Questions: contact Judy Ancel, chair of the Grievance Committee by email to grievance@kkfi.org