



Early Learning Coalition of Manatee County

Grievance Policy & Procedure

Purpose

The Early Learning Coalition of Manatee County (ELCMC) is committed to maintaining a positive, respectful, and productive work environment. Employees are encouraged to raise workplace concerns so they can be addressed promptly, fairly, and consistently. This policy establishes a process for resolving employee grievances while protecting employees from retaliation for reporting concerns in good faith.

A grievance is a work-related concern or complaint regarding the interpretation or application of Coalition policies, employment practices, working conditions, supervisory actions, or other matters affecting an employee's terms and conditions of employment.

Examples of grievances include, but are not limited to:

- Disciplinary actions
- Demotions
- Denial of promotion
- Salary administration
- Harassment
- Discrimination
- Retaliation
- Unfair or inconsistent application of policies or procedures
- Workplace conduct or working conditions

This policy does not replace or supersede the Coalition's Whistleblower Policy, Anti-Fraud Policy, or Equal Employment Opportunity Policy. Allegations of fraud, misuse of funds, criminal activity, or other legal or ethical violations should be reported through the appropriate policy.

Any employee who has a complaint concerning disciplinary action, termination, demotion, denial of promotion or salary adjustment, or discrimination based on a protected category recognized by federal and local civil rights laws has the right to file a grievance according to procedures outlined in this policy.

No employee will be discriminated against, harassed, intimidated, or suffer any reprisals as a result of filing a grievance or participation in the investigation of a grievance. If an employee feels that he or she is being subjected to any of the above, the employee has the right to appeal directly to the Chief Executive Officer. If the grievance involves the Chief Executive Officer, the appeal shall be submitted directly to the Chair of the Board of Directors.

12/2/2015

Authorized by: Board of Directors

Revised: 9/16/2026

Review Date: 12/2/2020; 09/08/2021



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PROCEDURE

In the event an employee has an issue that cannot be resolved with their immediate supervisor, said employee should first attempt to resolve the problem with the Director of Human Resources as soon as possible. If a solution cannot be reached through this process, the employee may present a formal grievance, in writing, to the Chief Executive Officer. The Chief Executive Officer will consider the circumstances and make the final decision as to an appropriate resolution.

All grievances will be handled in a timely manner. ELC will attempt to resolve a grievance within twenty (20) working days from the time of its presentation to the Chief Executive Officer. If an extension of this time limit becomes necessary, all parties will be notified in writing.

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