

Grievance Policy

Overview of Policy

Saint Meinrad Archabbey and Seminary and School of Theology (SMA) strives to create an environment encouraging good communication and the resolution of conflicts. Individuals are encouraged to speak to other involved parties within the group concerned when the matter relates to possible misunderstandings or work-related issues. All members of SMA's community are expected to conduct themselves in an attitude of kindness, fairness and Christian character. However, when a continuing problem has not been resolved in good faith or involves more serious concerns, SMA recognizes there may be occasions when students, faculty, staff, co-workers and other constituents encounter situations that require administrative review or assistance to resolve. SMA is committed to providing a fair and equitable process for reporting and resolving complaints and grievances that may arise in the SMA community. Communication with SMA leadership is vital in addressing issues of concern. This policy is designed to establish a formal procedure for presenting, addressing and resolving disagreements, actual or perceived failure to adhere to SMA policy, injustice and other issues of concern.

The grievance process should be considered a positive effort to resolve differences and make positive adjustments. All parties should approach the process with a willingness to cooperate and with respect for the opinions of others.

The grievance policy is not available where other SMA policies and procedures have been instituted to address the concern. For example, a process exists for academic and grade challenges; therefore, the grievance policy shall not be employed for this purpose. Constituents should review the relevant handbook that contains these policies and procedures. SMA policies are available in the following documents:

- Handbook for Co-workers of Saint Meinrad Archabbey
- Saint Meinrad Seminary and School of Theology Faculty Handbook
- Saint Meinrad Seminary and School of Theology Rule of Life
- Saint Meinrad Handbook for Lay Students

Parties filing a legitimate grievance have the right to participate in the grievance process without fear of retaliation. No party involved in the process shall experience retaliation from any source. Any person who makes such an attempt at retaliation shall be subject to disciplinary action up to and including termination.

The grievance process will be kept confidential to the extent possible, and outside parties and witnesses will be contacted as part of the investigative process only. Disclosure shall be based solely on the "need to know."

Grievance Process

If an incident is unresolved as noted above and a formal grievance is initiated, the Grievance Form is the first step in initiating the formal grievance process. A Grievance Form must be completed and submitted to the appropriate individual within the specified time-frame to ensure the ability to complete a fact-finding investigation effectively.

A co-worker wishing to file a formal work-related grievance should file a Grievance Form with his/her immediate supervisor. If circumstances exist that make it inadvisable to file a grievance with one's supervisor, the form may be submitted to the following SMA representative:

- Students should contact the Academic Dean, the Vice Rector or the President Rector.
- Faculty, administrators and co-workers of the School should contact the Academic Dean or the Vice Rector.
- Other co-workers should contact the Director of Human Resources.
- If circumstances exist that make it inadvisable to file a grievance with the above representatives, the form may be submitted to the Treasurer/Business Manager.

A Grievance Form should be completed and filed within 30 days of the event or events that led to the grievance. An SMA representative who receives a Grievance Form shall immediately provide a copy to Human Resources.

The SMA representative shall set an initial meeting with the individual filing the grievance and all appropriate parties within 10 business days of receipt of the Grievance Form. Parties should be prepared to offer suggestions for satisfactory resolution of the problem at the meeting. In the interim, an investigation into the grievance shall be ongoing.

After proper investigation and meeting with the parties to ascertain all sides of the issue, the contact person shall render a written decision and provide a copy to all parties. This shall be done within 14 days of the initial meeting, when possible. If circumstances require additional time, parties shall be notified and given an estimated completion date.

After notification of decision has been made, the grievance will be closed.

Appeal

If, after receiving the written notification of decision, a party to the grievance is not satisfied with the decision, he or she may appeal to the Archabbot, President-Rector or Treasurer/Business Manager. A written letter of request for appeal must be delivered within 10 days of the date of original decision. The presiding official may rule singularly on the appeal or may present it to a special committee of his/her choosing for further investigation and ruling. The presiding official will send written notification of the decision to the parties involved. The decision of the presiding official shall be final.



Saint Meinrad
Archabbey

Grievance Form

Name of person filing incident _____

Cell Phone _____ Home Phone _____

Email _____

Date of incident ____/____/____ Time/Hour _____

Name & title of person felt to be responsible for incident _____

Place of incident _____

Description of incident

Witness(es) of incident _____

Additional letter, report or documentation attached? Yes _____ No _____

Declaration

I hereby declare that the above given information is true to my knowledge.

Signature _____ Date of Report Submission ____/____/____

Report Submitted to:

Name _____ Title _____

Signature _____ Date ____/____/____