

## **BMHA GRIEVANCE PROCESS**

*Ask yourself, can I rationally handle this problem by simply talking to the person in question? If not, refer to the following guidelines:*

1. All grievances must be submitted in writing. This can be done using the attached Grievance Statement Sheet or via email using a similar format.
2. Absolutely no grievances can be dropped at any time.
3. The time frame to file a grievance is a minimum of 24 hours up to a maximum of 14 days (unless a physical or dangerous situation exists).
4. A fee of \$100 will be required to submit a grievance. If the grievance is valid and accepted, the fee will be refunded.
5. All parties involved in a grievance will be suspended from all BMHA functions until the grievance process is complete.
6. Grievances to be submitted to Division Director. Grievances that cannot be solved at the Division Director level will be submitted to the BMHA Discipline Lead.
7. Discipline Lead (or designate) will collect written statements from parties involved in the grievance to be presented to the Grievance Committee.
8. The Grievance Committee will consist of the Division Director and/or the BMHA Discipline Lead (or designate) and Team Grievance Representatives.
9. The Grievance Committee will meet within 7 days of receiving the grievance.
10. Grievance Committee recommendations will be presented by the BMHA Discipline Lead (or designate) to the BMHA Board for review and approval.
11. Recommendations finalized and communicated to all parties involved by BMHA Discipline Lead (or designate).
12. All grievances will be filed with the BMHA Board.

*Note: BMHA Bylaws and BMHA Rules & Regulations will over rule this document in the case of any dispute.*

