

Beaumont® | HEALTH SYSTEM

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Prepared By Corporate Human Resources	Prior Issue Date 07/01/12	Issue Date 07/01/15	

GENERAL

It is the policy of Beaumont Health System to assure each regular status employee the right to discuss freely with management matters concerning his/her own, or the Hospital's welfare. Management will promptly acknowledge complaints, which may arise in the everyday operation of the Hospital. This policy is intended to resolve those employee relations issues which may upset a productive employer/employee relationship.

The right of Beaumont Health System to manage its work force is unrestricted in all respects except to the extent contained within its written Human Resources policies. The Hospital and its employees are bound to abide by the express terms of all Human Resources policies. If an employee believes that an agent of the Hospital has violated any policy, the sole and exclusive means of addressing and resolving the perceived violation is through the Employee Grievance Procedure No. 284-1.

Management reserves the sole right to establish conditions of employment - including but not limited to schedules, hours of work, and staffing models - to meet the operational needs of the department, and to administer the Hospital's performance, compensation and benefit programs.

EXCLUSIONS

Counseling records and notes to file are important management tools, intended to bring concerns related to performance and/or behavior to the employee's attention. Beaumont Health System supports leadership's right to discuss concerns with employees, and to document the content and outcome of such discussions.

As such, the following records are excluded from the employee grievance process:

- Performance appraisals;
- Compensation and benefit issues;
- Counseling records;
- Notes to file.

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DEFINITIONS

Grievance

A grievance shall be deemed to mean Employee complaints and/or concerns with regard to working conditions, disciplinary actions, hospital policies, department policies, discrimination complaints or employer/employee relations in general. The Employee Grievance Procedure (284-1) is an internal process designed to resolve such issues in a fair and consistent manner. Outside legal counsel is not permitted to accompany a grievant through the Grievance Procedure.

Grievance Council

Will be comprised of the following:

- Divisional Human Resources Director or Designee
- Director, Legal Affairs or Designee
- Departmental Vice President (if not included in Stage I) or the Vice President of the appropriate Hospital/Division or Designee

In order for a grievance meeting to proceed as scheduled, the entire Grievance Council must be present.

To ensure appropriate resolution of grievances involving possible negative clinical outcomes, a report shall be prepared for Grievance Council members describing the clinical implications of the situation or action-giving rise to the grievance. Such reports shall be prepared by an individual of appropriate clinical education and experience.

Initiating a Grievance

The employee shall relate factually to his/her immediate supervisor the extent of the grievance prior to the involvement of the Human Resources Department. No grievance shall be recognized if not presented to the Human Resources Department within five (5) business days of the pre-grievance meeting. Once this requirement has been met, the Employee Grievance Procedure (284-1) will commence immediately.

If in the judgment of the Human Resources Director the Grievance process should be expedited, Stages I may be bypassed and the Grievance will proceed directly to Stage II.

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<p><u>Designee</u> Should any individual involved in the procedure not be available to fill the requirements of his/her position with regard to the grievance, his/her designee will be required to act in this capacity.</p> <p><u>Final Disposition</u> The Grievance Council shall investigate all aspects of a grievance and render a final disposition in a timely fashion. The decision of the Grievance Council in any given situation is final and binding on all parties involved.</p> <p><u>INQUIRIES</u> Any questions pertaining to the Employee Grievance Policy should be directed to the Human Resources Department.</p> <p><u>DETAILED PROCEDURES</u> <u>Employee Grievance Procedure, #284-1.</u></p>			

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