

Grievance Procedure Review checklist

Program/Program Year: _____

The following items are **mandatory** for program staff to have as part of their program:

- Grievance procedures are part of the member service agreement.
- Members are required to read and sign a copy of the grievance procedures.
- Commission ensures that grievance procedures address each of the following required components:
 - Grievance filed within one year of alleged occurrence.
 - Grievance hearing held within 30 calendar days of filing a grievance.
 - Decision made within 60 calendar days of filing a grievance.
 - Hearing conducted by a person not involved in previous decisions on the issue.
 - Grievant can request binding arbitration if decision is adverse to grievant or if decision is not reached within 60 calendar days.
 - Binding arbitration hearing is held within 45 days after request for arbitration or within 30 days after CEO appoints arbitrator,
 - Within 30 days of the binding arbitration hearing, there is a decision
- Commission maintains records of its review of sub grantees' grievance procedures.
- Commission holds sub grantees accountable for making any needed revisions in their grievance procedure.
 - Other

Notes:
