

Resolving Conflicts

This policy is expected to be used by all staff as a means for resolving conflicts between members of the SMUUCH staff or between staff and their supervisors. Conflict is a human reality that naturally may arise due to the diversity of perspectives and skills that this congregation values and honors. Resolution of conflicts that arise in our community are to be guided by the UU Principle of seeking justice, equity and compassion in human relations. Conflicts arising between congregants outside the performance of a staff function, and conflicts arising between staff and congregants are not expected to be covered by this policy.

Definition: A grievance is defined as an employee's perception that a conflict exists with a staff member or with the employee's supervisor.

Step One-Informal Discussion: The parties are expected to begin the process of resolving any grievance by engaging in an informal respectful discussion with each other regarding the issue(s) in conflict, with or without the assistance of a person of their choice. If the conflict is between an employee and a supervisor, then an initial informal discussion by the parties is still expected to be held prior to any attempts at formal resolution.

Step Two-Filing a Grievance: If such informal discussion doesn't resolve the conflict to the mutual satisfaction of the parties involved, then a SMUUCH Grievance Form is to be completed by each party within one week of the completion of the discussion, and presented to the immediate supervisor of the parties for further processing toward a resolution.

Step Three-Personnel Committee: If the attempt to resolve the conflict as outlined in *Step Two* is unsuccessful, then copies of the required completed forms are to be presented to the Personnel Committee chair, who will, within one week of being notified, schedule a meeting between the parties in an attempt to mediate and resolve the conflict.

Step Four-Board of Trustees: If *Step Three* is unsuccessful in resolving the conflict to the mutual satisfaction of the parties involved, the Personnel Committee chair will forward the grievance forms, along with a report explaining all actions and efforts taken by the Personnel Committee in their attempts at resolving the conflict, to the President of the Board of Trustees for action by the Board. After discussing the conflict and reviewing the documents forwarded by the Personnel Committee, the Board will decide how the conflict will be resolved, and such Board decision will be considered final.

SMUUCH Grievance Form

Grievant's description of the facts that give rise to this grievance:

Specific section(s) of SMUUCH bylaws, job descriptions or other documents, if any, that the grievant feels have been breached giving rise to this grievance:

Date(s) that the aggrieved behavior occurred:

The specific resolution that this party is seeking:

Grievant's signature and the date this grievance is being submitted:

signature

date

ALL PARTIES SHOULD RETAIN A COPY OF ANY SIGNED DOCUMENT SUBMITTED