IPNFA Grievance Committee Tracking Form

IPNFA member / person involved with contact address:

IPNFA member/ person filing grievance with contact address:

Date initial grievance received by executive Committee:

Date grievance received by grievance Committee:

Brief summary of grievance:

Initial Action taken on date (goal is within 3 weeks) :

Brief description of initial action taken:

Response of initial action by member received:

Secondary action taken on date:

Brief description of secondary action taken:

Response of secondary action by member received:

Date returned to Executive Committee:

Action of executive Committee:

Instructions for using Grievance tracking form.

The form should be located on the website as a modifiable document to allow members of the executive committee and the grievance committee access to update as needed.

Senior member of grievance committee should begin to fill in form as soon as grievance is received by executive committee.

Time frames:

Grievance committee will respond to grievance within 3 weeks and send both an e mail and a registered letter to the member/ person

Member/ person will have 4 weeks to respond to grievance and provide documentation requested by grievance Committee.

If no response by member/ person, grievance committee with attempt second letter/ e mail

When member/ person responds to grievance, grievance committee senior member documents date and if there is resolution of the grievance document resolution and forward to the executive committee.

If there is not a resolution of the grievance and a second action is needed by the grievance committee then the action is taken, again ideally within 3 weeks. Again the member/ person shall have 4 weeks to respond.

If there is no response by the member/ person after 2 attempts by the grievance committee then the information is forwarded back to the Executive Committee for action