

Employee Grievance Procedure

If an employee has an issue/grievance/complaint regarding any aspect of the TVSEF program or the employee's employment, the procedure for addressing the issue will be:

1. Approach your direct supervisor about the situation in a timely manner. A Program Director's direct supervisor is the Executive Director. A Head Coach's direct supervisor is the Program Director and assistant coaches' direct supervisor is the Head Coach of the program they are in.
2. If resolution is not achieved, the issue may be brought to the attention of the next level of supervision until the issue is resolved.
3. If resolution cannot be obtained within the staff structure, an employee may bring the issue to the TVSEF Personnel Committee. If not resolved there, it will be taken to the full Board at the next regularly scheduled meeting
4. If the issue/grievance/complaint involves illegal behavior on the part of your supervisor you bring it to the attention of the Executive Director or the Personnel Committee of the Board.
5. If an employee has a grievance or complaint, please make an appointment to talk with the appropriate individual. Grievances and complaints cannot be given adequate attention without notice.
6. No issue shall be universally broadcast to the attention of any e-mail lists, to the TVSEF staff at large, to athletes, to parents, or to the general club membership.
7. TVSEF will make every effort to address and take seriously all employee concerns and grievances. From time to time grievances simply cannot be resolved to the satisfaction of all the parties. Any resolution by the Board of Directors is final.