

GRIEVANCE PROCEDURE

ATTACHMENT B

Any Grievance concerning actions, or failure-to-act, of the KFNA NRP Steering Committee or the NRP process in Kingfield should be submitted to the KFNA NRP Steering Committee in writing and must include a signature, date, phone number, and return address. The complaint may be sent to any Committee member, who will submit the complaint to KFNA Staff for inclusion on the agenda of the next committee meeting. The Steering Committee will proceed as follows:

Step 1

The grievance will be documented in the minutes of the meeting. The Committee will attempt to resolve the grievance at the meeting at which it is presented without unduly disrupting the work of the Committee. The complainant will receive a written or verbal response within two weeks of the meeting at which the grievance was presented.

Step2

If the complainant is not satisfied with the committee's response, the complainant must notify the Steering Committee within 30 days receipt of the before mentioned response. If the complainant wishes to pursue the grievance, it will be referred to the KFNA Board of Directors and will be resolved according to the KFNA Bylaws

Step 3

If the complainant is still not satisfied and all affected parties agree to the mediation, the grievance will be referred to Minneapolis Mediation for resolution.