

Procedures for Disagreement Between Staff

Disagreements or misunderstandings are usually started between two individuals. The following procedure has been established so disagreements can be resolved. This should also prevent other staff, which may not understand the full extent of the issue, or just hear one side of the issue from one person's point of view, to not be drawn into the disagreement. At no time should staff discuss disagreements with volunteers.

If a staff member has a disagreement with another staff member the person must first seek to resolve the disagreement with the person they have a disagreement with. If an agreement is not reached, either person may make a written request to the Executive Director asking for mediation and/or solution. The written request must explain what the individual understands the disagreement to be and what steps have been taken to resolve the disagreement. At that point, the other person(s) involved will be asked to write a statement. This is to obtain their point of view as to their understanding of the disagreement and what steps they think have been taken to resolve the disagreement. Additional information may be requested by the Executive Director. The Executive Director will meet with both persons. If then, the situation still cannot be resolved; the Executive Director may request a board member(s) to meet with all the persons involved. If the disagreement is between the Executive Director and another staff member, the same procedures would be followed, only the written request would go to the President of the Board and the President would appoint a board member(s) to help mediate.