

KRST UNITY CENTER OF AFRAKAN SPIRITUAL SCIENCE

MEMBER GRIEVANCE FORM

This form is to be used by regular, Board-approved members, who have completed the orientation period, to initiate the formal grievance process. A grievance is an allegation by an eligible member of a misapplication, misinterpretation, or violation of a specific provision of the Code of Ethics an applicable member policy or Governing Board policy or administrative regulation, which has an adverse effect on the member. Any allegations of illegal discrimination, including allegations of sexual harassment or gender violations, should be brought to the attention of the Board of Directors; such allegations are not covered by this procedure. A member may be represented at any grievance level by a fellow member of their Peer Council. Meetings held under this procedure shall be conducted at a time and place that affords a reasonable opportunity for the member(s), the member's representative, and any necessary witnesses to attend. To submit a formal written grievance, this grievance form must be utilized. **If the grievance moves from one level to the next, the Member may not add new considerations to the grievance.**

Member Name(s): _____ **Location:** _____

Today's Date: _____ **Date of Event:** _____

Address: _____ **Telephone:** _____

Peer Representative:

Please concisely state the circumstances/concerns you have that led to your grievance. Please specify any Code of Ethics, Governing Board policies and/or administrative regulations you believe have been violated, and the violation of which had an adverse effect on you. All pertinent information, such as names, dates, events and witnesses should be included. Attach any supporting documents or additional pages if necessary:

Remedy Sought by Member - Please state what action you believe could be taken to resolve your concern(s)- Use additional pages if needed.

Member Signature(s)

Member Grievance Form

Pre-Grievance Oral Discussion with Immediate Peer Council (Ka Men/Ka Women):

A member will meet with and/or discuss the issue with their Peer Council within 20 days of the date the member knew or should have known of the event leading to the issue. If a meeting is to be held, it should be within 10 days of the member's request. Within 10 days of the discussion/meeting, the Council will orally inform the member of their decision. If the member is not satisfied with the Council's decision, they may submit a formal written grievance using this form.

Date of oral discussion: _____

Date of meeting (if applicable): _____

Council Member to whom submitted: _____

Date received Council's response:

Please summarize oral response received, if applicable:

Level I – Written Grievance to Minister

The deadline to submit a formal written grievance to the Ministry is within 10 days of the receipt of the Council's decision, or within 15 days following the verbal discussion/meeting. If no decision was received from the Council, within 10 days of receipt of the formal written grievance, Ministers Council shall hold a meeting to discuss the grievance. The Ministers shall reply in writing to the member within 5 days after the meeting.

Date written grievance was submitted to Ministry: _____

Minister to whom written grievance was submitted: _____

Date of meeting to discuss the grievance: _____

Date received Ministers response, if applicable:

Note: If you received a written response, it must be attached to this form.

Level II – Written Grievance to Elders Council:

If the member is not satisfied with the Ministers written response, the grievance may be submitted for Level II consideration. The deadline to submit a formal written grievance to the Elders Council is within 10 days of the Level I reply, or within 20 days following the submission to Level I if no reply was received from the Ministers. Within 10 days of receipt of the formal written grievance, the Elders shall hold a meeting to discuss the grievance. The Elders shall reply in writing to the member within 10 days after the meeting.

Date written grievance was submitted to Elders Council: _____

Elder to whom written grievance was submitted: _____

Date of meeting to discuss the grievance: _____

Date received Elder's Council response, if applicable: _____

Note: If you received a written response from the Elder's Council, it must be attached to this form.

Member Grievance Form

Level III – Board of Directors:

If the member is not satisfied with the Ministers written response, the grievance may be submitted for Level III consideration. The deadline to submit a formal written grievance to the Board of Directors is within 10 days of the Level II reply, or within 20 days following the submission to Level II if no reply was received from the Elders Council. Within 15 days of receipt of the formal written grievance, Board of Directors to discuss the grievance. The Board of Directors shall reply in writing to the member within 15 days after the meeting.

Date written grievance was submitted to Board of Directors: _____

Date of meeting to discuss the grievance: _____

Date received Board of Directors response, if applicable: _____

Note: If you received a written response from the Board of Directors, it must be attached to this form.

Level IV – Governing Board:

If the member is not satisfied with the Board’s written response, the grievance may be submitted for Level IV consideration. The deadline to submit a formal written grievance to the Governing Board is within 10 days of the Level III reply, or within 20 days following the submission to Level III if no reply was received from the Board of Directors. Within 30 days after receipt of the written grievance, the Governing Board can choose to review the evidence and issue a final written decision which will be forwarded to the member. The Governing Board’s decision is final and binding. If the Governing Board elects not to consider the grievance, the Level III Board of Director’s decision will be final and binding.

Date written grievance was submitted to Governing Board:

Date received Governing Board’s response (if applicable):

Grievance Summary:

The grievance was concluded after (check applicable):

Level I Response ____

Level II Response ____

Level III Response ____

Grievance Withdrawn by Member _____

Date grievance was concluded:

Member’s Signature