

## River Valley Child Development Services

### **Mediation Procedure**

Effective: February 6, 2015

An Employee Mediation Form may be completed and filed with the Human Resource Coordinator within 10 calendar days of the event.

The Human Resource Coordinator will contact the Management Mediation Committee (MMC) to review the filed form.

Within 30 calendar days, the Human Resource Coordinator will inform employee of the committee's decision to hold a mediation session and set date for mediation or if the decision is to deny the hearing.

The Human Resource Coordinator will act as facilitator.

The Human Resource Coordinator will inform employee to bring any sort of documentation to the mediation. One of the committee members will serve as recorder of the session.

If mediation is held, the Human Resources Coordinator will send employee written response within 5 calendar days.

Mediation form and results of mediation will be filed in employee's personnel file.

