**Area VIII FFA Association**

**Policy Handbook**

**Section 9: Grievance Policies and Procedures**

9.1 Purpose to provide a process for FFA Advisors to discuss complaints and/or problems affecting the Area VIII FFA Association.

9.2 Any grievance will be referred to the Area Coordinator and/or the District or Area VIII Executive committee which will render a verdict or solution. The Executive Committee may modify the guidelines as they deem necessary.

9.3 Procedures

(a) All FFA advisors should try to resolve informally any complaints that may arise, with the assistance of the District or Area Officer team.

(b) If the informal complaint is not resolved to the satisfaction of the advisor, the advisor shall submit to the Area Coordinator a completed Level One Standard Grievance Form no later than 10 working days from the date of the informal complaint. The Area Coordinator shall have 10 working days upon written receipt of the formal complaint to resolve the complaint or respond to the complaint in writing.

(c) An advisor shall have 10 working days from the postmark or electronic timestamp of the Level One Grievance Response to accept the Level One Decision or file an appeal as a Level Two Grievance. After completion of the ten-working day appeal period, a Level One Decision shall be considered accepted and closed. Appeals must be filed with the Chairman of the Area Executive Committee by completing the Appeal of Level One Decision Standard Grievance Form and attaching documentation of all previous grievance steps. Appeals must be postmarked or electronically time stamped within the 10-day appeal period. The Chairman of the Area Executive Committee shall notify the Area Coordinator of said appeal. The Area Coordinator shall submit to the Chairman all documentation related to the grievance.

(d) If an FFA advisor has a complaint against the Area Coordinator involving discrimination, retaliation or unethical behavior, the FFA Advisor may submit a completed Level Two Standard Grievance Form to the Texas FFA Executive Director and will submit the complaint and Executive Director’s response to the Board of Directors.

(e) Upon receipt of an Appeal or Level Two Grievance, the Chairman of the Board of Directors will set the grievance to be considered at a future board meeting. (f) All decisions of the Board of Directors are final.