

SOUTH ATLANTIC CONFERENCE of SDA

Terms of Reference for Employee Grievance Committee

(Voted by Executive Committee October 15, 2023)

Brief Policy and Purpose

The South Atlantic Conference (SAC or Conference) Employee Dispute and Conflict Resolution Protocol (June 11, 2023) explains how employees can address their difficulties and voice their complaints in a constructive way. Conference leaders and supervisors are interested in knowing anything that negatively affects employees personally or hinders their work, so they can resolve the issues as quickly as possible. Employees are entitled to a fair, easy-to-follow grievance procedure to be heard and mitigate conflicts.

Conference leadership encourages employees to communicate their grievances. That way, we can foster a supportive and pleasant workplace for everyone. The Employee Grievance Committee (EGC) is a standing committee of the Conference, per the SAC Bylaws [see Article IV, Section 1(7)]. These Terms of Reference set forth the membership and procedures for how the committee functions to achieve the goal of hearing and resolving employee grievances, if all good faith efforts to apply the Employee Dispute and Conflict Resolution Protocol fail to yield mutually agreed settlement of issues, including any conflict-of-interest concerns with, and appeals to the Human Resources Department.

General Procedures and Membership of the Committee

The Employee Grievance Committee (EGC) functions under the auspices of the Human Resources (HR) Department, and provides grievance rulings to HR and reports to the Executive Committee as needed.

- A. The Committee shall consist of 10 members (including the Chairperson) who shall serve for one-year terms with a maximum of 2 consecutive years of appointment on a staggered basis to ensure continuity (calculated at the voted date of appointment). The Chairperson may be appointed for a maximum of 3 consecutive years.
- B. The Committee shall appoint a Recording Secretary from among themselves to keep minutes of voted recommendations and rulings.
- C. Members of the EGC are selected according to the formula shown below (see E2).
- D. A full description of the operation of the EGC may be found in the SAC Employee Grievance Committee Handbook.
- E. The Committee shall include:
 1. A Committee Chairperson
 - Shall be a SAC member with professional HR background, but not an employee of SAC (nor has worked for SAC in at least 5 years-to-date prior to this appointment).
 - ADCOM shall consider at least three candidates simultaneously before voting to appoint the Chairperson.
 2. Committee Members - The HR Director shall collaborate with the responsible liaisons: (a) VP for Pastoral Ministries, (b) VP for Education, (c) Office Manager, and (d) the Executive VP, respectively to ensure the timely conclusion of the selection processes indicated below.
 - 3 Pastors (1 per state, selected by the officers of the State Ministerial Associations)
 - 3 Educators (1 per state, selected by vote of the educators from each state)
 - 2 Support Staff (one salaried and one hourly person, jointly selected by the ABC, Campground, and Office staff)
 - 1 Departmental Director (a non-Executive Committee member, selected in a meeting of the Directors)

The EGC shall operate according to the guidelines and standards outlined in the EGC Handbook.