

**Rush University Medical Center
Graduate Medical Education**

GRIEVANCE PROCEDURE POLICY

- (a) This grievance procedure shall apply to any and all disputes or controversies about the interpretation of the Rush Housestaff Agreement and any rule, regulation, policy or practice of the Medical Center affecting the House Officer, including those dealing with the termination of the Agreement and the decision to recommend the House Officer for certification.
- (b) A grievance is initiated by the filing of a written and signed request with the appropriate chairperson; a copy is to be filed with the Dean within thirty (30) days after the event(s) upon which the grievance is based.
- (c) The grievant and the person or persons against whom the grievance is filed shall have ten (10) business days to informally resolve the dispute through mediation, as directed by the Dean's office. If they are unable to reach a mutually satisfactory resolution, the grievance will be reviewed by a House Staff Council representative as appointed by the President of the Rush House Staff Association and the appropriate Associate Dean as identified by the Dean. They shall have ten (10) business days to effect a resolution which is agreeable to the grievant, the department chairperson or designee, and the respondent. This mediation period may be extended beyond ten (10) business days by mutual agreement of the parties and the Dean.
- (d) If the matter is not resolved, the grievant may, within ten (10) business days following the conclusion of the mediation process, request in writing a hearing of his/her grievance. The request should be directed to the Dean of Rush Medical College. He/she shall within fifteen (15) business days convene a Grievance Hearing Body. The Hearing Body will be chaired by an Associate Dean. It shall be comprised of the Associate Dean, a faculty member chosen by the respondent in agreement with the department chairperson, a faculty member chosen by the house officer, and two members of the House Staff Council.
- (e) The hearing will be conducted in a manner consistent with the procedural Hearing rules adopted by Rush Medical College's Grievance Committee. The hearing, however, need not be on the record.
- (f) The Grievance Hearing Body shall render a decision by majority vote within fifteen (15) business days following conclusion of the hearing. The decision must be in writing with copies to be sent to the grieving house officer, the person or persons against whom the grievance is filed, the department chairperson, and the Dean.
- (g) A grievance determination by the House Staff Grievance Hearing Body shall be binding on all parties unless an appeal is filed as provided below.

GRIEVANCE APPEAL

Within fifteen (15) business days of receipt of a decision by the House Staff Grievance Hearing Body, the grieving house officer, or the person or persons against whom a grievance is filed, may file an appeal in writing with the Dean. The Dean will then have fifteen (15) business days to accept, reject, or amend the decision of the Grievance Hearing Body. The Dean's decision shall be final and binding on all parties.