

**NEW JERSEY YOUTH CORPS**  
**ATLANTIC COUNTY ONE-STOP CAREER CENTER**

**GRIEVANCE PROCEDURE / POLICY**

**If you have a personal issue or complaint concerning another person or staff member, please follow this procedure:**

1. Deal with it privately and informally with the person. (If you feel you can resolve the situation in an appropriate manner.)
2. Speak to your Counselor as to how to deal with the situation.
3. Arrange to meet with the other person and the Counselor.
4. If you are not satisfied with how the situation has been addressed, ask your Counselor to set up an appointment with the Coordinator.
5. All steps will be documented in your file.

**NOTE:**

1. Most issues can be handled by talking things out and by following steps 1-3.
2. Corpsmembers are not to deliver notes or letters to the Administrative Offices of the Atlantic County One Stop Career Center or NJYC State Offices. There is an appropriate procedure in place that requires processing by the NJYC Coordinator.
3. Youth Corps Staff will direct corpsmembers to follow the appropriate procedures at all times.

*I have read and fully understand the NJYC Grievance Procedure Policy. I further understand that failure to follow these steps may result in disciplinary action and possible termination from the Youth Corps Program.*

**FOR YOUR PROTECTION**

No one may discriminate against you or un-lawfully deny you a benefit to which you are entitled. This protection also applies to other participants or staff persons who testify on your behalf.

My signature verifies that I have reviewed, understand and accept the above grievance policy and procedure.

\_\_\_\_\_  
Youth Corps Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Youth Corps Coordinator Date

\_\_\_\_\_  
Date