

# Notice to McIntosh Trail CSB Employees

## Employee Grievance Procedure

McIntosh Trail CSB provides a process for employees to address work place concerns in an orderly and informal manner. The Employee Grievance Procedure is available to all employees as defined in Policy 3326 (Employee Grievance Procedure).

A grievance refers to unfavorable employment decisions or conditions due to unfair treatment that affect an employee's personal employment. Some work issues, however, are not grievable.

You may review a copy of the Employee Grievance Procedure at the following locations:

McIntosh Trail CSB Area Administration  
Personnel Office  
1501-A Kalamazoo Drive  
Griffin, GA 30224

or

A policy manual is available on line at [www.mcstrail.org](http://www.mcstrail.org)

If you need assistance with filing a grievance, please contact:

Shanda Wheeler, Personnel Manager  
1501-A Kalamazoo Drive  
Griffin, GA 30224  
770-358-8264