

Hawkeye Area Community Action Program, Inc.	Policy # 231
	Page 1 of 1
Administrative Review	Effective: April 28, 1983
	Revised: September 22, 2016
APPROVED BY: Board of Directors	

Policy Statement

HACAP employees shall have the right to an Administrative Review, by the CEO or his/her designee, of disciplinary action taken by a supervisor on the following grounds:

- Dispute the facts
- Mitigating circumstances to facts
- Inconsistent disciplinary action for infraction

If the CEO is the employee’s direct supervisor the President of the Board of Directors will conduct the Administrative review.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.