

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 231</b>
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<b>Administrative Review</b>	<b>Effective: April 28, 1983</b>
APPROVED BY: HACAP Board of Directors	<b>Revised: May 25, 2023</b>

**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.

**Standard Operating Procedure**

**Necessities**

Request for Administrative Review form

**Procedure**

- Within fourteen (14) calendar days of the disciplinary action the employee may submit a *Request for Administrative Review* to the CEO – his/her designee or the President of the Board if the supervisor is the CEO, whichever is appropriate. The *Request for Administrative Review* will describe the disputed facts, mitigating circumstance, or the inconsistency of the disciplinary action for the infraction.
- Within seven (7) calendar days the CEO – his /her designee, or the Board President will meet with the employee to review the request to modify the disciplinary action. The employee and/or their representative may question the supervisor, present information, or have witnesses at the meeting.
- Within seven (7) calendar days the CEO - his/her designee or the President of the Board will render a decision on the request to modify the disciplinary action and will respond in writing to the employee.

The decision of the CEO - his/her designee or the President of the Board of Directors will be final.

**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.

## REQUEST FOR ADMINISTRATIVE REVIEW

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Issuing Disciplinary Action: \_\_\_\_\_

Date of Formal Disciplinary Meeting: \_\_\_\_\_

Administrative Review requested on the following basis:

- Dispute the facts of the Disciplinary Action
- Mitigating circumstances to the facts of the Disciplinary Action
- Inconsistency of Disciplinary Action for the infraction

### **Step 1**

Within fourteen (14) calendar days of the disciplinary action the employee submits a *Request for Administrative Review* to the CEO - his/her designee or the President of the Board, whichever is appropriate. Please describe the disputed facts, mitigating circumstance, or the inconsistency of the disciplinary action for the infraction. For additional space, please attach a statement and remedy.

Employee Statement: \_\_\_\_\_

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Remedy Requested: \_\_\_\_\_

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Employee Signature

Date

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### **Below Line Filled Out by CEO –or his/her designee or the President of the Board**

### **Step 2**

Within seven (7) calendar days the CEO - his/her designee or the President of the Board will meet with the employee to review the request to modify the disciplinary action. The employee may question the supervisor, present written information, or have witnesses at the meeting to present information on their behalf.

Date and Time of Administrative Review Meeting:

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### **Step 3**

The CEO - his/her designee or the President of the Board of Directors will respond in writing to the employee within seven (7) calendar days of the meeting.

***RESPONSE STATEMENT ATTACHED***

Signature

Date

**Return completed form to the Administrative Division Director and he/she will notify the employee of meeting time.**