



The Utah Psychology Internship Consortium (UT-PIC) Grievance Policy

Grievances by Interns

These guidelines are intended to provide the psychology intern with a means to resolve perceived conflicts. Interns who pursue grievances in good faith will not experience any adverse professional consequences. For situations in which an intern raises a grievance about a supervisor, staff member, trainee, or the internship program:

Informal Review

First, the intern should raise the issue as soon as feasible with the involved supervisor, staff member, other trainee, or Program Director in an effort to informally resolve the problem. If the issue cannot be resolved with the involved party, the intern should raise the issue informally with the Program Director or appropriate faculty member in an effort to informally resolve the problem. The Program Director or appropriate faculty member will intervene in an informal manner attempting to resolve the grievance. If this grievance is not resolved through the informal process, the Program Director or appropriate faculty member will initiate the formal review process, if appropriate. This decision to move into a formal review process will be made in collaboration with the grieved individual. Based on the nature of the grievance, faculty may initiate the formal review process in situations related to ethical, legal, and risk management violation.

If the grievance relates to interpersonal conflicts and/or is assessed by faculty to impact the learning environment, UT-PIC Training Committee will determine the appropriate approach, including but not limited to, conflict resolution, mediation, or other appropriate form of resolution.

The Program Director will document the process and outcome of the informal review.

Formal Review

If the matter cannot be satisfactorily resolved using informal means, the intern may submit a formal grievance in writing to the Program Director. If the Program Director is the object of the grievance, the grievance should be submitted to an Associate Program Director/Site Director.

- A. The individual being grieved will be asked to submit a response in writing.
- B. The Program Director (or Associate PD, if applicable) or a designated Training Committee member will meet with the intern and the individual being grieved within 10 working days. In some cases, the Program Director or Associate PD may wish to meet with the intern and the individual being grieved separately first. The goal of the joint meeting will be to develop a plan of action to resolve the matter. The plan of action will include:

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- a. The behavior associated with the grievance,
 - b. The specific steps to rectify the problem and timeline,
 - c. Procedures designed to ascertain whether the problem has been appropriately rectified.
- The Program Director or Associate Program Director will document the process and outcome of the meeting.
- C. The intern and the individual being grieved will be asked to report back to the Program Director or Associate PD in writing at the end of the designated timeline regarding whether the issue has been adequately resolved.

If the plan of action fails, the Program Director or Associate Program Director will convene a review panel consisting of himself/herself and at least two other members of the Training Committee within two weeks.

- A. The intern may request a specific member of the Training Committee to serve on the review panel.
- B. The review panel will review all written materials and have an opportunity to interview the parties involved or any other individuals with relevant information.
- C. The review panel has final discretion regarding outcome.

Regarding grievances against staff members:

- A. If the above review panel determines that a grievance against a staff member cannot be resolved internally or is not appropriate to be resolved internally, then the issue will be turned over to the employer agency in order to initiate the due process procedures outlined in the employment contract.
- B. If the review panel determines that the grievance against the staff member can potentially be resolved internally, the review panel will develop a second action plan that includes the same components as above.
- C. The process and outcome of the panel meeting will be documented by the Program Director or Associate Program Director.
- D. The intern and the individual being grieved will again be asked to report back in writing regarding whether the issue has been adequately resolved within the timeframe designated above.
- E. The panel will reconvene within two weeks to again review written documentation and determine whether the issue has been adequately resolved.
- F. If the issue is not resolved by the second meeting of the panel, the issue will be turned over to the employer agency in order to initiate the due process procedures outlined in the employment contract.

Use of Videoconference

Videoconferencing will be utilized for situations that require the meetings of interns and training staff who are located in geographically different areas of Utah.

Reviewed/revised by UT-PIC Faculty on 7/13/18

Please sign this acknowledgement page and return to the Program Director

Acknowledgment

I acknowledge that I have received and reviewed the Grievance procedures of the Utah Psychology Internship Consortium. I agree to abide by the procedures outlined in this document. I have been provided with a copy of the document to keep in my files.

Signature

Print Name

Date