

TRANSIT STUDENT INTERNSHIP PROGRAM

GRIEVANCE PROCEDURES

Your Agency Supervisor and Internship Program Coordinator will do everything possible to assist you if problems arise in your Internship experience. If, in the opinion of the Agency Supervisor, you are not performing acceptably, you may be suspended from your Internship placement. If your Agency Supervisor suspends you, you should immediately notify your Internship Coordinator, Ms. Jeanie Shaw. After an evaluation of the circumstances surrounding your suspension, decisions will be made as to whether you should continue to participate in the Internship program or be terminated. Your Internship Coordinator will notify you in writing of her decision.

If you are not satisfied by a decision termination, the Internship Program Coordinator will assist you in filing a grievance.

Any participant who desires to file a grievance or appeal shall notify the Internship Coordinator in writing of his or her intention to do so. The Internship Coordinator will then notify the participating Agency's Director of such appeal or grievance. The Internship Coordinator will then set a meeting within ten (10) days of the original notification for the aggrieved participant. This meeting will consist of the Intern, the Agency Supervisor, the Agency Director, and the Internship Coordinator. At this time, the parties shall endeavor to reconcile the situation to the agreement of all concerned. A recording or minutes shall be kept of this meeting. If the grievance cannot be reconciled at this point the matter shall be placed before the TN Department of Transportation, Program Manager for consideration. The decision of the TDOT Program Manager will be based on any and all information that can be assembled concerning the situation. After consideration the TDOT Program Manager will make his or her decision that will become final.

Any appeal or grievance filed outside these guidelines shall be deemed invalid.

Participating Intern

Agency Supervisor

Date

Date