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Policy Buzz

Employee Appeals Process Policy FAQs

Policy Name	Employee Appeals (HR922)
Planned Publication Date	7/1/2020
New or Revised Policy	Revision of HR604
Policy Manual Name	JHHS/JHM Human Resources Manual

Purpose of the Policy

The Participating Organizations are committed to a fair and consistent labor and employment practices and procedures and to providing internal procedure's to resolve employment issues in a timely efficient manner.

Scope

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

What You Need to Know

- ✓ Streamlined process across JHM:
 - Step 1: Next level supervisor
 - Step 2: Employee Appeals committee (2 managers, 2 high performing employees who have completed Just Culture training, 1 HR representative)
 - Step 3: Hearing Officer
- ✓ Employees eligible for the Employee Appeals Process include regular, non-contractual full-time and part-time employees outside of their 90 probationary period
- ✓ Collective Bargaining Agreement (CBA), casual/on-call, PRN, or employees working less than 20 hours per week, and terminations as a result of Performance Improvement Plans are excluded from the process
- ✓ 10 business days to submit appeals at each level

For questions pertaining to this policy, please contact your HR Business Partner local HR department

More Information: See the entire policy by clicking on this link:

https://hpo.johnshopkins.edu/enterprise/policies/157/44630/policy_44630.pdf

