



"Creating Life Opportunities"

Policy and Procedure # 110

EFI Chain of Command

Approval: _____ Effective Date: 05/06/2024

POLICY:

All employees of EFI report to a supervisor. The EFI Board of Directors provides oversight to the Executive Director. The Executive Director provides oversight to his/her direct reports. Department Directors provide oversight to their direct reports. All employees who supervise others are responsible for providing performance oversight, training, and management of their subordinates' time and production in accordance with EFI Policies and Procedures.

PROCEDURE:

1. Employees generally submit all concerns, reports, or other employee or client related matters to their immediate supervisor.
2. Supervisors, who are not department directors, will generally submit all concerns, reports, or other employee or client related matters to their department director.
3. Department directors will generally submit all concerns, reports, or other employee or client related matters to the Executive Director.
4. In case of an emergency or for health or safety issues, employees will report to their supervisor/director.
5. If employees have a matter that is not resolved by their immediate supervisor, they may go to the next supervisor in their chain of command up to and including the Executive Director. All supervisors, directors and the Executive Director have open doors to discuss any and all employee concerns. If an employee is not able to resolve a concern through discussion, employees have the right to file a grievance pursuant to the provisions of Policy and Procedure #685.
 - a. For guidance concerning Policy and Procedure #685, the employee(s) should contact the Human Resources Director.