



**GRIEVANCE or APPEAL PROCEDURE**

On \_\_\_\_\_ **Career Opportunity Development, Inc.,**

**Grievance or Appeal Procedure** was reviewed with \_\_\_\_\_  
Staff Name

I have received a copy of Career Opportunity Development, Inc. (CODI's) Grievance or Appeal Procedure.

I agree that my typed name below will serve as electronic representation of my signature.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



Grievance or appeal procedure will be submitted to Taran Winchester, Director of Quality Improvement who will confirm receipt of grievance. Investigation will be completed within ten days. Taran will notify all parties of the outcome within five days of completing the investigation.



## **GRIEVANCE or APPEAL PROCEDURE**

Staff, interns, or volunteers may file a grievance for any of the following reasons:

1. Any disciplinary action taken by a supervisor. These include written warnings, disciplinary suspension without pay, demotion, or dismissal.
2. Any instance of illegal discrimination perceived by staff.
3. Any instance of unlawful workplace harassment perceived by staff.

To initiate a grievance, staff must submit an electronic Grievance Form to Taran Winchester, Director of Quality Improvement (DQI), within five business days of the alleged occurrence. If allegation involves DQI, staff shall notify President/CEO. Upon completion of investigation, DQI shall render a final decision to President/CEO in writing. DQI shall then notify staff's supervisor and staff in writing of the final decision.



**Career Opportunity Development, Inc. (CODI)**

901 ATLANTIC AVE, EGG HARBOR CITY, NJ 08215

Phone: (609) 965-6871

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## Grievance Form

Name(s) of individual(s) submitting grievance:

Summary of grievance:

Requested actions to resolve grievance:

I agree that my typed name below will serve as electronic representation of my signature.

\_\_\_\_\_ Date: \_\_\_\_\_

Please email this form to [twinchester@njcodi.org](mailto:twinchester@njcodi.org) or have staff scan,  
or mail completed form to:

Career Opportunity Development, Inc.  
Attention: Taran Winchester (DQI)  
901 Atlantic Avenue  
Egg Harbor City, NJ 08215

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To Quality Improvement      Date: \_\_\_\_\_

To Human Resources      Date: \_\_\_\_\_

CIR  Yes  No ; If Yes, # \_\_\_\_\_ DAF  Yes  No

Other: \_\_\_\_\_



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CODI encourages consumers to use our grievance procedure. If you are not satisfied you may contact the external resources listed below:

**In New Jersey, Call 2-1-1 for Help and Hot Lines ..... <http://www.nj211.org/>**

Community Health Law Project .....(856) 858-9500  
160 South Pitney Road, Galloway, NJ 08205 ..... <http://www.chlp.org/>

Adult Protective Services ..... (609) 645-5965 or (888) 426-9243  
101 S. Shore Rd, Shoreview Building, Northfield, NJ 08225 .....  
<http://www.atlantic-county.org/intergenerational-services/adult-protective-services.asp>

Disability Rights NJ..... (609) 292-9742 or (800) 922-7233  
210 S Broad St, 3<sup>rd</sup> Floor, Trenton, NJ 08608.....<http://www.drnj.org/>

Atlantic County Mental Health Administrator.....(609) 645-7700 ext. 4519  
Attn: Kathy Quish.....email: [Quish\\_Kathleen@aclink.org](mailto:Quish_Kathleen@aclink.org)  
101 S Shore Rd, Northfield, NJ 08225

NJ Division of Mental Health & Addiction Services.....(877) 285-2844  
Mental Health Advocacy, Hughes Justice Complex  
25 Market St, Trenton, NJ 08625  
<http://www.nj.gov/defender/structure/mha/> email: [njmentalhealthcares@mhanj.org](mailto:njmentalhealthcares@mhanj.org)

NJ Division of Mental Health & Addiction Services (DMHAS)  
Consumer and Recovery Advocate .....(609) 438-4321  
DMHAS Ombudsman ..... email: [dmhas.ombudsman@dhs.nj.gov](mailto:dmhas.ombudsman@dhs.nj.gov)  
<http://www.state.nj.us/humanservices/dmhas/resources/services/recovery/advocate.html>

NJ Division of Child Protection and Permanency 877-NJ-ABUSE (877) 652-2873  
<http://www.state.nj.us/nj/community/family/>

NJ Division of Developmental Disabilities (DDD) .....(609) 476-5200  
5218 Atlantic Ave, Suite 205, Mays Landing, NJ 08330  
<http://www.state.nj.us/humanservices/ddd/home/>

Ombudsman for Individuals with Intellectual or Developmental Disabilities and Their Families .....(609) 984-7764  
Department of the Treasury, PO Box 205, Trenton, NJ 08625  
<https://www.nj.gov/treasury/assets/contact/ombudsman/contact-ombudsman.shtml>



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New Jersey Council on Developmental Disabilities (609) 292-3745 or (800) 792-8858

Mary Roebling Building, 20 West State St, 6<sup>th</sup> Floor, Trenton, NJ 08608

or, PO Box 700, Trenton, NJ 08625-0700

email: [njcdd@njcdd.org](mailto:njcdd@njcdd.org)

NJ Division of Vocational Rehabilitation ..... (609) 813-3993 or (609) 292-5987

2 S. Main St, 1<sup>st</sup> Floor, Suite 2, Pleasantville, NJ 08232

or, PO Box 398, Trenton, NJ 08625

<http://www.state.nj.us/humanservices/cbvi/services/vocation/>