Employee Appeals Process Policy FAQs

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