

## Ohio 4-H Youth Development Program Complaint, Protest and Grievance Review Process

The purpose of this document is to provide a systematic and consistent process for reviewing a complaint, protest or grievance. This process is applicable to any complaint, protest or grievance related to 4-H rules, including county 4-H program participation and 4-H Code of Conduct violation allegations. These procedures are not applicable to challenge county, independent or state fair rules or placements.

**NOTE: At no time should any OSU Extension employee respond to a 4-H related complaint, protest or grievance unless they are the county or state 4-H professional or have assisted the 4-H professional in the appropriate process listed above in regards to the specific complaint, protest or grievance being referenced.**

### Complaint, Protest or Grievance Process:

#### Step One – Written Complaint, Protest or Grievance to the County 4-H Professional:

The individual(s) filing a complaint, protest or grievance shall file a formal written statement to the county 4-H professional or the state 4-H professional in charge of said event. The statement must be filed no more than fourteen (14) days after the alleged incident. No OSU Extension employee should address a complaint until the written copy of the complaint, protest or grievance is filed with the county 4-H professional. The 4-H professional should review the complaint, protest or grievance to determine if it is a 4-H, county fair or other concern. County fair or other concerns should be turned over to the appropriate officials immediately. If a 4-H related complaint, protest or grievance is received at any level including (but not limited to) local 4-H Advisory Council, County Commissioners, Regional Directors, State 4-H Staff, legislators or university officials, it should immediately without comment be forwarded to the appropriate county/state 4-H professional.

#### The written statement must contain the following information, at a minimum:

- 1) *The date of the incident*
- 2) *A complete statement of all relevant known facts*
- 3) *List of names, addresses, and, if available, telephone numbers of people who were involved*
- 4) *Any rules, regulations, policies and/or procedures allegedly violated or misapplied*
- 5) *A proposed resolution*
- 6) *Printed name(s) and signature(s) of the individual(s) filing the complaint, protest or grievance*

The 4-H professional will allow the interested parties an opportunity to provide information, analyze the facts and provide a written response to the parties within fourteen (14) calendar days. County Directors, Regional Directors and the Ohio 4-H Assistant Director should receive a copy of the initial filing and be copied on all correspondence related to the filed complaint, protest or grievance.

**Step Two** – The 4-H professional will investigate the complaint, protest or grievance thoroughly and submit a decision to all parties involved and the State 4-H Administration as soon as reasonably possible.



**Step Three** – A grievant may submit an appeal of the decision to the State 4-H Youth Development Administration as appropriate. The appeal should include copies of the original grievance and the county or state 4-H professional's response. The administrator will review facts from knowledgeable parties and issue a response within fourteen (14) calendar days following receipt of the appeal. This decision will be final.

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