



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FINANCE DEPARTMENT POLICY & PROCEDURE**

SUBJECT: **FINANCE DEPARTMENTAL GRIEVANCE
PROCEDURES AND HANDLING**

Policy No: **101.17**
Revision No.: **2**
Revision Date: **February 2000**
Page 1 of 1

I. **PURPOSE:**

To ensure the Finance Department follows procedures designated by the Department of Health Services.

II. **POLICY:**

The Finance Department operates under the procedures mandated by the Department of Health Services. Specific steps to take are outlined in Rancho Administrative Policy "Employee Grievances" A247.

CROSS REFERENCE: DHS Policy #770

EFFECTIVE DATE: January 1, 1982

Reviewed: April 2003

Reviewed: July 2004

Reviewed: November 2005

APPROVED BY: