Dear Colleagues,

Albert Einstein College of Medicine is committed to creating a workplace where everyone receives fair and equitable treatment and communication is respectful, open and easy. We encourage all members of the community to speak to their supervisor or department head about any workplace issue or problem. Your concerns will receive appropriate attention. Nevertheless, there may be instances where disputes arise requiring independent review. In an effort to facilitate resolution of workplace concerns, Einstein has created a Staff Grievance & Review Policy. This policy provides a structured process for the good-faith review and resolution of concerns raised by staff members.

This policy is intended to supplement, rather than to discourage or replace, informal discussions between supervisors and employees. If these discussions do not resolve the matter to an employee’s satisfaction, they may grieve the issue, following the process defined in the policy. Please take a moment to review.

Please note, this policy applies to all full-time and part-time staff employees not represented by a union (e.g., 1199 or NYSNA).

If you have any questions or concerns regarding this policy, please contact Robert Cancellieri, Director, Employee Relations, at robert.cancellieri@einstein.yu.edu or (718) 430-2551.

Sincerely,

Yvonne M. Ramirez
Vice President, Human Resources and Diversity Officer