

Policy and Procedure for Grievance

Section: V: Human Resources

Chapter: 7

Date Updated: August 28, 2015

7.1 Policy

It is the policy of The University to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship.

Complaints concerning wages, hours of work, working conditions, performance evaluations, merit raises, job assignments, reprimands, the interpretation or application of a rule, regulation, or policy shall be considered as grievances and will not be processed through the Discipline and Dismissal Appeal Procedure. Such complaints will be considered on an informal basis in order to allow prompt correction or explanation on the subject of the complaint.

Complaints of unlawful discrimination on any basis, including allegations that the termination of a probationary or temporary employee or an hourly or per diem employee who works on an as-needed basis was for an unlawfully discriminatory reason shall be handled under procedures provided in Section VI - Equal Opportunity of this handbook.

7.1.1 Probationary, Temporary, Hourly, and Per Diem Employees Included

The complaints of all employees including probationary and temporary employees and those hourly or per diem employees who work on an as-needed basis will be considered pursuant to the procedure provided below.

7.1.2 Retaliation Prohibited

No employee will be penalized, disciplined, or prejudiced against for exercising the right to make a complaint or for aiding another employee in the presentation of such complaint.

7.2 Procedure for Bringing a Grievance

7.2.1 The employee shall informally present the complaint to his or her supervisor or administrative equivalent for discussion, consideration, or resolution within five (5)

working days from the date of the action that is the subject of the complaint. If the supervisor is the subject of the complaint, the employee may address the complaint to the appropriate department head or administrative equivalent.

7.2.2 If the complaint is not satisfactorily resolved by the supervisor or administrative equivalent within five (5) working days from the date of submittal or conversation, the employee may present the complaint in writing within an additional five (5) working days to the appropriate department head or administrative equivalent for consideration and action. A written decision shall be provided to the employee within five (5) working days of receipt of the complaint.

7.2.3 If the employee is not satisfied with the decision of the department head or administrative equivalent, a written appeal stating why the appealed decision is incorrect may be made to the appropriate dean, director, or administrative equivalent within five (5) working days of the date of the appealed decision. Within ten (10) working days of the date of the appeal, a written decision shall be provided to the employee.

7.2.4 Complaints not satisfactorily resolved by the dean, director, or administrative equivalent may be appealed in writing to the appropriate Vice President or administrative equivalent for the employee's department within five (5) working days of the date of the appealed decision. The appeal shall state why the appealed decision is not correct. Within a reasonable time, not to exceed thirty (30) days following receipt of the appeal, a written decision shall be provided to the employee. This decision is final.

7.2.5 The written complaint and all decisions or responses regarding such complaint shall be forwarded to the Office of Human Resources and made a permanent part of the personnel file of the employee.