

## **Employee Grievance**

Updated: 7/06/2016

### **Purpose**

To encourage a dialogue between an employee and their supervisor as an attempt to resolve a problem that's impacting the employee's work or environment.

### **Policy**

It is the policy of the University to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship. This policy can be found in the Handbook of Operating Procedures under Section V, Chapter 7. Complaints of unlawful discrimination of any kind, including allegations that the termination of a probationary, temporary, hourly, or per diem employee who works on an as-needed basis was for due to an unlawfully discriminatory reason shall be handled under procedures provided in the Handbook of Operating Procedures, Section VI - Equal Opportunity.

### **Procedures**

Complaints concerning wages, hours of work, working conditions, performance, conduct, merit raises, job assignments, reprimands, the interpretation or application of a university of department rule, regulation, or policy shall be considered as a grievance. All grievances will be handled promptly to find a suitable correction or explanation on the subject of the complaint.

The employee shall present the complaint to his or her supervisor or administrative equivalent for discussion, consideration, or resolution in writing within five (5) working days from the date of the action. If the supervisor is the subject of the complaint, the employee may address the complaint to the appropriate next level department head or administrative equivalent.

If the complaint is not satisfactorily resolved by the supervisor or administrative equivalent within five (5) working days, the employee may present the complaint in writing within 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.

If the employee is not satisfied with the decision of the department head or administrative equivalent, a written appeal stating specifically 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.

Complaints not satisfactorily resolved by the dean, director, or administrative equivalent may have one final opportunity to be appealed in writing to the appropriate Vice President, Provost, or administrative equivalent of the employee's department/college within five (5) working days of the date of the appealed decision. The appeal shall state specifically why the appealed decision is not correct and be accompanied with supporting documentation. 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 with no further appeals of the decision.

The written complaint and all decisions or responses regarding such complaint shall be a permanent part of the personnel file of the employee. 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 materials.

**Applicability**

All staff employees, not to include those on a probationary period.

**Responsible Party**

Associate Vice President, Office of Human Resources