

STAFF GRIEVANCE AND APPEAL PROCESS

SUMMARY

Every regular full and part-time staff member, who has a work-related complaint, will have the opportunity to present a grievance in accordance with these procedures, free from restraint and reprisal. The following issues are not considered to be work-related complaints under this process: wages and salaries, classification actions, reduction in force (RIF), termination, performance evaluations, reassignment of job duties and responsibilities, and reorganization that does not result in loss of pay.

The staff grievance and appeal process is not available to introductory and temporary/occasional staff members absent allegations of discrimination.

In an effort to promote a harmonious work environment for all employees, the University strives to resolve all grievances expeditiously.

Reasonable time off will be provided from regular duties as may be necessary for the presentation and processing of grievances and appeals without loss of pay, paid time off (PTO), or other time credits. Advance approval for the time spent away from the job must be obtained by the employee from the appropriate supervisor.

Neither the grievant, nor the person against whom the grievance is directed, may be represented at any stage of the grievance process by an attorney.

To address the sensitive nature of situations involving allegations of sexual harassment and to assure the speedy and confidential resolution of these issues, the University has established a separate informal counseling and mediation process for such issues in addition to this grievance process. Informal counseling and mediation may be utilized, but are not required to proceed to the formal grievance procedures. The informal counseling and mediation procedures are found in Section I-3.

PROCEDURES

Resolution of an employee grievance may include the following steps; however, a particular grievance may not require proceeding through every step.

Step I: Informal Process - Discussion between Staff Member and Immediate Supervisor

A staff member with a work-related complaint will initially attempt to informally resolve the grievance with the immediate supervisor.

Staff members should present the grievance verbally to their immediate supervisors within five (5) days of the event prompting the grievance. The supervisors should propose a resolution to

STAFF GRIEVANCE AND APPEAL PROCESS

the employee within ten (10) days of the discussion or as soon thereafter as is practical.

If the staff member believes the matter cannot be prudently discussed or resolved with the immediate supervisor, the staff member should contact a Human Resources representative for assistance.

Step II: Formal Process - Review by a Higher Level Supervisor

If the grievance is not resolved at Step I, the staff member may file a formal grievance with the next-level member of management and/or the appropriate Human Resources representative. The formal grievance must be in writing, signed by the staff member and submitted to the Human Resources representative within five (5) days of receipt of the supervisor's proposed resolution of the grievance.

The staff member will be provided with the decision from the higher-level supervisor within ten (10) working days from receipt of the written grievance, or as soon thereafter as practicable, with a copy to the staff member's immediate supervisor and to the Human Resources representative.

Step III: Final Review

Any party may appeal the decision to the Chief Human Resources Officer or designee (or, for grievances involving persons under the direct supervision of the Chief Human Resources Officer, to another Vice President designated by the President) for final review. The appeal from the decision should be in writing, directed to the Chief Human Resources Officer or designee, but delivered to the Human Resources representative within five (5) days of the decision.

The Chief Human Resources Officer or designee will review the decision. Based upon such review and without conducting further hearings, the Chief Human Resources Officer or designee may affirm the decision with or without comment, or direct a different resolution of the grievance. All such actions by the Chief Human Resources Officer or designee are final.

Written notification of the resolution will be provided to the parties within ten (10) days of the appeal from the Hearing Panel's decision, or as soon thereafter as is practicable.