

GRIEVANCE PROCEDURE

I. SCOPE

Staff and administrators.

II. PURPOSE

To resolve disagreement between employees and their supervisors within the University.

III. POLICY

Disagreements may sometimes arise between employees and supervisors. It is essential for effective employee relations, morale, and individual motivation that such disagreement be resolved as quickly as possible. Employees or supervisors may invoke the following procedures to bring a fair and speedy resolution to such disagreements.

1. The employee should schedule a meeting with his/her supervisor to discuss the problem and to work out an amicable solution.
2. If the meeting between the employee and the supervisor does not resolve the problem, a meeting should be arranged with the Director of Human Resources. Both parties should attend this meeting to resolve the dispute.
3. If the problem still cannot be resolved at this level, the Director of Human Resources should contact the appropriate Vice President member and ask this individual attempt to resolve the problem.
4. If the problem continues, the Director of Human Resources should be notified that a Grievance Committee will need to be formed in order to resolve the dispute. The Director of Human Resources will ask the President to appoint a three person Grievance Committee. One person on this committee will have the same employee classification level as the employee with the grievance. The second person on this committee will have the same employee classification level as the responding supervisor. The third person on the committee will be any full time staff or administrator of the University.

5. The Grievance Committee will meet with both parties and attempt to resolve the problem. If the problem cannot be resolved, the Grievance Committee will send a written report of its findings and recommendations to the President (with copies to both parties).
6. The President will ultimately resolve the dispute.