

University of St. Thomas Policies

OPEN COMMUNICATION

Policy Number: H.04.05

SCOPE

All employees.

PURPOSE

The University of St. Thomas wishes to do everything reasonable and proper to preserve good relationships and a positive work environment between employees and supervisors.

POLICY/PROCEDURE

The University of St. Thomas encourages two-way communication to discuss work-related problems and issues. Managers/supervisors are responsible for listening to staff in complete confidence and to respond, if necessary, in a timely fashion.

The University of St. Thomas' employee relations policies emphasize open practices whereby employees are encouraged to deal directly with their supervisor and other members of management regarding complaints or perceived inequitable conditions of employment.

The University of St. Thomas has a history of honest and straightforward dealings with its employees. By following this policy, it has found that the intervention of third parties from outside the University of St. Thomas has usually been unnecessary.

APPROVED: Dr. Robert Ivany

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Effective Date: