

Administrative/Professional Employee Grievance Procedure

The grievance procedure is intended to find resolution of employee issues at the lowest level and is intended to provide the opportunity to resolve issues at each level of the reporting structure. It is not intended to be adversarial or punitive. Grievances may only be filed for alleged violation, misinterpretation or inconsistent application of established rules, practices, procedures, policies or laws. Allegations of discrimination, including harassment and retaliation under federal or state law, should be directed to the Office of Affirmative Action/EEO and Campus Diversity.

Step 1 – Informal: The first step in this process begins with an informal discussion with the direct supervisor, or if the grievance is against the direct supervisor, the second level supervisor. This discussion is intended to identify the specific issue and identify potential solutions.

Step 2 – First Formal Step: If an employee and supervisor are unable to reach an acceptable solution during the informal step, an employee may submit a written grievance within 10 business days of the action or the informal discussion to the supervisor, second level supervisor (if applicable) and the Dean or Director. This written grievance must include the following items:

1. A clear and concise statement of the nature of the grievance.
2. A citation of the official policy, procedure, rule, practice or law alleged to have been violated (document the source if possible).
3. The alleged violation or reason.
4. The reason for dissatisfaction with the decision made at the informal level.
5. A statement of the desired remedy.
6. Any pertinent information regarding the situation.
7. Signature and date of the submission.

The Dean or Director, in consultation with the second level supervisor when applicable, will review the submitted materials, speak with appropriate personnel, review any additional information relevant to the grievance and conduct a meeting with the employee. Within five business days of the meeting with the employee, the Dean or Director will issue a written decision.

Step 3 – Appeal of Dean's or Director's Decision: An employee may file an appeal within 5 business days of receipt of the Step 2 written decision to the appropriate Vice President. The Vice President shall conduct a meeting with the employee within 10 business days of receipt of the appeal. The Vice President will consider only information and issues included in the original written grievance in Step 2. The Vice President shall issue a written decision within 10 business days of the conclusion of the meeting.

Step 4 – Final Appeal: An employee may file an appeal within 5 business days of receipt of the Step 3 written decision to the President. The President may only consider those issues included in the original grievance. The President will issue a written decision within 15 business days of receipt of the appeal. The President's decision is final.

Note: All timelines may be waived or modified if agreed to by each party and/or in the best interest of resolving the issue.