

## Employee Grievance Procedure

### I. Introduction and Scope

A grievance is a complaint by an employee concerning the interpretation of a policy, practice, rule, or working condition. There should be no assumption that all disagreements will be resolved or that there will be agreement that an individual's perception that a problem exists is correct or accurate.

This grievance procedure addresses complaints promulgated pursuant to Policy E3.41. Complaints of sexual harassment or discrimination should be addressed under Policy E.3.35.

### II. Procedure

1. The grievance should be in writing and set forth a clear indication of unfairness resulting in harm or damage to an employee.
2. The employee should present the written grievance to his or her immediate supervisor. The supervisor shall address the grievance by setting up a meeting with the employee within five (5) business days of the submission of the grievance. The supervisor shall thereafter within five (5) business days of the meeting provide the employee with a written response to his or her grievance.
3. If the supervisor does not satisfactorily resolve the issue, the employee may re-submit his or her grievance along with the written response from his or her supervisor to the Department Director (or where the immediate supervisor is the Department Director, to the Division Head or his or her designee).
4. The Department Director has five (5) business days from receipt of the resubmission of the grievance to respond in writing to the employee.
5. Should the response not be satisfactory to the employee, the employee may appeal in writing to the Director of Human Resources. The employee has five (5) business days to appeal. The appeal should include the stated issue and indicate the steps already taken, resolution attempted, and relief sought.
6. The Director of Human Resources will investigate the matter, meet with the employee and any other relevant individuals, and submit a written recommendation to the President or his or her designee. The President will review the recommendations of the Director of Human Resources and make a final decision regarding the grievance.