

701 Grievance Procedure

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Employees have the right to a formal appeal process when he/she feels there is an unfair working condition or action. Employees may appeal a decision to terminate or change their employment status. However, some circumstances of termination cannot be grieved. The following procedures will be utilized to address an employee grievance:

(Failure to comply with the procedures will result in a decision that the grievance will be null and void. No additional grievance will be heard in this case.)

1. The employee must state the grievance in writing to the supervisor within five business days of the incident. The supervisor will make every attempt to resolve the grievance with the employee, within five business days of the written notice.
2. If the employee is not satisfied with the results or decision that was reached with the supervisor, the employee will take the matter up with the appropriate Dean/Program Oversight, in writing within three business days. The Dean/Program Oversight will review the employee grievance and render a decision within three business days of the written notice.
3. If the employee is dissatisfied with the decision rendered by the Dean/Program Oversight, it may be appealed to the President in writing within three business days. The President will consult with the employee, the supervisor, and others concerned with the case in order to resolve the case within three business days. The President will render a decision within three business days from the date the charge is brought to the President's attention.
4. If an employee is dissatisfied with the President's decision, the employee may make a request in writing within three business days to the Chairperson of the Board of Regents and providing a copy to the President. A hearing with the Board concerning the employee grievance will be held at the next regularly scheduled meeting but in an 'executive' session. If the Board of Regents chooses to hear the employee's grievance, the Chairperson of the Board will appoint a committee of two Board members and the President to hear the case. The committee will make a recommendation to the Board of Regents. Board of Regents members will vote on the decision/action to remedy the grievance. The decision of the Board of Regents is final.