

## II. Grievance Procedure

Concern or Event Occurs  
Employee **FIRST** attempts to resolve concern  
informally with immediate supervisor

An employee must file a grievance within twenty (20) working days from the date of the situation that created the concern. An employee has ten (10) working days after termination to file a grievance related to the termination decision.

**Step 1.** An employee who wishes to formally request the resolution of an issue related to his or her employment status or to other issues as defined in the Administrative Rule, shall submit a written Statement of Grievance form to the Vice President of Human Resources. This Statement of Grievance form must be submitted in accordance with the time limits and deadlines. The Vice President of Human Resources shall immediately notify the employee upon receipt of the Statement of Grievance.

**Step 2.** The Vice President of Human Resources shall, within five (5) working days of receipt of a Statement of Grievance form, forward it to the Vice President or Associate Vice President who has supervisory responsibility for the grievant, or, if none exists, to the appropriate Executive Vice President or other supervisor who reports directly to the President/CEO, or, if the grievant reports directly to the President/CEO, to the President/CEO (and forward a copy to all supervisors of the employee). Upon receipt of the Statement of Grievance, the administrator addressing the grievance has ten (10) working days to meet with the employee to discuss the grievance.

**Step 3.** After meeting with the employee, the administrator addressing the grievance has ten (10) working days to gather data, conduct an investigation, determine the facts, consult with the Office of Human Resources (if necessary), render a decision, and submit that decision, in writing, to the Vice President of Human Resources.

**Step 4.** The Vice President of Human Resources shall notify the employee, in writing, of the decision within five (5) working days from the day the decision is received in Human Resources.

**Step 5.** The employee shall notify the Vice President of Human Resources, in writing, as to whether the decision is accepted or rejected, within ten (10) working days of receipt of the decision. If the decision is accepted by the employee, the Vice President of Human Resources shall notify, in writing, all relevant parties of the decision within five (5) working days. A copy of this final decision will be placed in the employee's master personnel file.

**Step 6.** If the employee does not accept the decision, then steps 2-5 above are repeated with the appropriate Executive Vice President. Within ten (10) working days of receipt of the decision, the Vice President of Human Resources shall notify, in writing, all relevant parties that the employee did not accept the initial decision.



**Step 7.** If the above steps do not yield a decision accepted by the employee, the employee may request that a Grievance Review Committee be established, by submitting a Request for Grievance Review Committee to the Vice President of Human Resources within ten (10) working days of receipt of the EVP decision. If an employee who has not accepted such a decision does not request a Grievance Review Committee, the decision shall be treated as final, distributed to all parties to the grievance, and placed in the employee's master personnel file.



**Step 8.** If a Grievance Review Committee is requested, the Vice President of Human Resources will deliver the Request for Grievance Review Committee and all related documentation to the elected Grievance Review Committee Chair. The Grievance Review Committee shall meet with the employee within ten (10) working days from receipt of the materials. The Grievance Review Committee shall review the materials, conduct an investigation, determine the facts, and submit a written recommendation to the President/CEO within twenty (20) working days of meeting with the employee. If a Grievance Review Committee cannot develop a recommendation supported by a majority of its members, it shall provide a written report to the President/CEO explaining the views held within the committee and their purported justification(s).



**Step 9.** The President/CEO shall review the recommendation or report of the Grievance Review Committee and render a final decision within ten (10) working days.



**Step 10.** The final decision of the President/CEO shall be sent to all parties and to the Vice President of Human Resources.



**Step 11.** The Office of Human Resources will ensure that the final decision of the President/CEO is implemented and that documents related to the grievance are recorded appropriately, including preserving a record of the final disposition of the matter in the employee's master personnel file.