

POLICY 17 GRIEVANCES

Rule 17.02 - Grievance Procedure/Unit Head Step

A written grievance (defined in Policy 17 as an alleged violation of a specific section of these Policy and Rules) must be signed by the employee(s), and filed with the head of the employee's unit within the time requirement stated in Rule 17.01. If the grievant's designated supervisor is also the unit head, the grievance shall be filed with the individual to whom the unit head reports. The grievance need not follow any particular format, but shall include a statement of the issues, the specific section(s) of Policy and Rules allegedly violated, sufficient information to clarify the issue(s) of the grievance, and the resolution sought by the employee(s). The grievance also should include information about discussions with the supervisor and the unresolved issues. No issue may be raised in the written grievance that has not been discussed in the complaint step of the process, except as identified in Rule 17.01, when the grievance is filed following disciplinary action and the complaint step is omitted.

Unit Head Responsibility

Upon receipt of a written grievance, the unit head or a designee shall investigate the grievance and its causes. A minimum requirement is that the unit head or designee must discuss the grievance with both employee and supervisor. While these discussions may take place separately, a meeting may be held with both parties together when necessary to clarify the issue(s) when the unit head or designee determines that it would be beneficial to do so.

Time Limit for Response

The unit head or designee shall provide a written response within fourteen (14) calendar days following the date of the receipt of the grievance. This time limit may be extended if both the unit head or designee and the employee agree to an extension in writing.

Appeal of the Unit Head's Decision to the Chancellor Level

If the unit head's decision is unacceptable to the grievant, the grievant may appeal in writing within ten (10) calendar days from the date such decision is received. If the unit head or a designee fails to provide a response within the stipulated timeframe, the grievant may appeal within ten (10) calendar days from the date the decision is due. Appeals should be directed to the office designated by the Chancellor. If a timely appeal is not filed, the unit head's decision shall be considered final.

Regulations

17.021 Grievance Forms

The campus human resources office will provide a grievance form to the employee upon request. An employee who prefers to write a letter or use some other format to file a grievance may do so, unless the campus human resources office requires the use of a specific form.

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Regulations (Continued)

17.022 Participation of Resource Personnel

A representative may accompany the grievant at any discussion regarding the grievance. The unit head or designee may invite a member of the human resources staff, or other representatives for the University, to participate as resource personnel to assist in resolving the grievance.