

Policy Number 18 (18.41-18.5)

Responsible Administrator: Senior Leader of Human Resources

Originally Issued: January 2004

Last Revised: July 29, 2020

Authorized Signature: *Step D. Muni*

recommendation of the department head and with the approval of the senior leader of Human Resources, as follows:

18.41 The department head furnishes the employee and the senior leader of Human Resources Management a statement in writing, setting forth (a) reason(s) for the action taken; (b) corrective action needed by the employee; (c) inclusive dates of action, and for cases other than termination, (d) that more severe discipline may result in case of reoccurrence.

18.42 The employee has the right to answer such charges within seven working days.

18.43 The senior leader of Human Resources Management considers any replies and makes such investigations as are deemed necessary.

If appeal is desired by either party this will be done in accordance with Section 19, GRIEVANCES.

18.5 Fifteen calendar days' notice of discharge/termination of services is normally given but this period may be reduced or waived in extreme cases with the concurrence of the senior leader of Human Resources. The notice period may be paid in full with attendance at work not required.

Policy Number 19 (19.1-19.34)

Responsible Administrator: Senior Leader of Human Resources

Originally Issued: January 2004

Last Revised: July 29, 2020

Authorized Signature: *Step D. Muni*

## 19. GRIEVANCES

19.1 A regular staff employee having a grievance concerning any condition of employment other than conditions related to reductions in force (rates of pay, classification of position, hours of work, disciplinary action, etc.) may within five working days of the time he or she knew or should have known of the facts causing the grievance present an appeal in the following manner:

19.2 First Level:

19.21 The employee discusses the matter with the immediate supervisor.

19.22 If the matter is not satisfactorily settled, further discussion is with the department head within five working days. If the matter is not satisfactorily resolved with the department head, the employee may proceed to the second level.

19.3 Second Level:

19.31 The employee presents the grievance in writing to the senior leader of Human Resources Management within five working days from receipt of the decision in the First Level. The employee should provide the following:

- (1) A statement of the grievance and the facts upon which it is based.
  - (2) A summary of attempts to solve the grievance.
  - (3) The remedy or corrective action sought.
- 19.32 The senior leader of Human Resources Management reviews existing policies concerning the matter in question and seeks information from all sources related to it including a written statement from the department head.
- 19.33 The senior leader of Human Resources Management investigates the grievance and renders a decision within a reasonable period of time. Every effort will be made to resolve the matter between the department head and the employee, taking special care to assure that the employee has been treated fairly.
- 19.34 The senior leader of Human Resources Management shall be the final authority in resolving all matters, except those involving suspension of 30 days or more, termination, and complaints of violations of civil rights, in which case the President shall have the final authority.