



## PROCEDURES FOR UNIVERSITY GRIEVANCES # 53023.5

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*The purpose of these procedures is to provide Grambling State University with a clear set of guidelines to follow when university grievances are filed.*

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#### **Procedure**

The grievance procedure is a method of determining the specific cause for a grievance and finding the best way to resolve it. Such a procedure is intended for use when dissatisfaction arises in a day-to-day relationship between employees or between an employee and his supervisor(s).

The Office for Civil Rights and Title IX will investigate and respond to employee grievances of a protected class (i.e., because of sex, race, age, color, religion, and national origin) sexual harassment and all alleged violations of Equal Employment Opportunity Commission Laws. All other employee related grievances may be referred to Human Resources for resolution. Employees may reference the employee handbook for more information on our grievance procedures. Any organization may have conditions that lead to dissatisfaction and misunderstanding among employees. When employees believe they have been treated unfairly their attitude and their work may be affected. Through the grievance procedure, the University has provided a means to address these problems so employee morale and efficiency may be maintained at the highest level possible.

#### **Processing the Grievance**

The [University Grievance Form](#) is to be used when employees cannot settle a complaint/grievance at the informal stage, the form must be thoroughly completed, and the instructions must be adhered to.

**First Step:** All grievances should be presented within fourteen calendar days from the date the grievant first became aware of, or should have become aware of, the cause of such grievance. The aggrieved employee should present his grievance to his department head and, if possible, it should be settled at that level through discussion. The supervisor should render a decision to the employee on the complaint as soon as possible and must render a written decision within fourteen calendar days.

**Second Step:** If the employee is not satisfied with the decision in the first Step, or if a decision is not rendered within the prescribed time limit, he may within fourteen calendar days present his grievance in writing to the next University level supervisor, (Dean, Business Manager, etc.). The latter shall investigate, afford the employee an opportunity to present his viewpoint, and furnish

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the employee a written statement of his findings and recommendations. Such statement shall be furnished within fourteen calendar days of the receipt of the written grievance.

**Third Step:** In the event the decision in the second step of the grievance process does not satisfy the employee, he may present his grievance to the next University level supervisor (Vice-President), if applicable, in writing within fourteen calendar days. The Vice President shall issue a written report to all interested parties and render his decision within fourteen working days. The aggrieved employee shall have the right, but shall not be required, to be represented by one individual of his choice during this step of the procedure.

**Fourth Step:** In the case of dissatisfaction, upon receipt of decision from the Vice President, he may appeal to the President or his designee within fourteen calendar days. Upon receipt of appeal from the aggrieved employee, the President shall impanel a hearing committee to review the grievance and provide advisory recommendations for a final administrative decision. The President shall render a decision and provide same in writing to the aggrieved employee within twenty-one calendar days following the date the grievance entered the final step.

### General Provisions for Employees

The President or his designee's decision shall be final in all cases properly subject to processing through this grievance procedure at the University. An employee must exhaust all administrative procedures at the University level before an appeal can be made to the ULS/Board.

Any employee who takes reprisal action of any kind against any employee who makes use of this grievance procedure shall be subject to administrative disciplinary action.

If a grievance hearing is conducted under this procedure, the party against whom the grievance complaint is made shall have the right to appear and testify at the hearing.

The decision to utilize this grievance procedure shall be the voluntary decision of the individual employee.

If an unclassified employee files a grievance with the Board, the Board may grant the grievant a hearing, if same determines it is warranted. If so, a fixed time for each party to present their case and all arguments will be provided by the Board.

It is not the intention of the Board to confer upon University employees any additional rights of substantive or procedural due process not mandated by law.

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*Grambling State University is an Equal Employment Opportunity/American with Disabilities Act /Affirmative Action Compliance Program Employer. We recruit, select, employ and promote without regard to race, sex, religion, age, disability, national origin, or any other protected class.*