



<b>Policy Name:</b>	Grievance Procedures (Non-Union Staff)	<b>Policy Number:</b>	2024-19
<b>Associated Forms:</b>	<a href="#">Online Grievance Form</a>		
<b>Reviewed:</b>	Non-Academic Policy Committee	<b>Approved:</b>	August 29, 2024
<b>Approval Authority:</b>	President <i>Susan Parish</i>	<b>Adopted:</b>	September 4, 2024
<b>Responsible Executive:</b>	Executive Director of Human Resources	<b>Revised:</b>	N/A
<b>Responsible Office:</b>	Human Resources	<b>Contact:</b>	Human Resources

## **I. Policy Statement**

A grievance shall be defined as a dispute concerning the application or interpretation of a specific provision of University Policy or Procedure. These grievance procedures apply to eligible employees who are not members of the United Auto Workers (UAW) union, the Service Employees International Union (SEIU), or faculty covered by the provisions of the Faculty Handbook. Probationary employees are ineligible from using this grievance procedure. In the event that an eligible has a grievance, it shall be adjudicated according to the below grievance procedures. Note that any employee (regardless of whether they are covered under this Policy, or by a Collective Bargaining Agreement or Handbook, may contact the Office of Human Resources regarding issues encountered in the workplace.

Employees subject to a Collective Bargaining Agreement or covered by the Faculty Handbook should follow the grievance procedures outlined in those documents.

## **II. Grievance Procedures**

### **Step 1**

Within five (5) working days after the event giving rise to the grievance, an aggrieved eligible employee shall discuss the matter with their supervisor, who shall attempt to satisfactorily resolve the matter. Any settlement or resolution reached at Step 1 is not precedential.

### **Step 2**

Within ten (10) working days after the event giving rise to the grievance, if no settlement has been reached at Step 1, the eligible staff member may file a grievance via the online form or shall discuss the matter directly with their area vice president or dean/director of libraries. If the form is submitted online, it will be shared with the area vice president or dean/director of libraries, who in turn will meet with the employee.

### **Step 3**

Within thirty (30) days after the event giving rise to the grievance, if no settlement has been reached at Step 1 or Step 2, the eligible staff member may submit a written grievance to the Executive Director of Human Resources or their designee via the online grievance form. The written grievance shall contain the following:

- Detailed facts upon which the grievance is based, including but not limited to:
  - the event;
  - the date of the event; and
  - the aggrieved employee or employees.
- References to the specific provision(s) of a University policy or procedure alleged to have been violated.

- The remedy sought.
- The printed name and signature of the eligible staff member filing the grievance.
- The date that the grievance is filed at Step 3.

The Executive Director of Human Resources or their designee shall provide a response to the grievance within five (5) working days after the grievance is filed at Step 3. Their decision on the matter is final.

### **III. Extension of Deadlines**

The deadlines set out in each step of the following grievance procedure may be extended by mutual agreement of the Parties (for example, to allow for additional time to investigate or negotiate a resolution to a grievance). Any request to extend a deadline must be made before the deadline has passed. Any agreement to extend a deadline, or to permit an untimely extension request or grievance, shall not be precedential.