

INFORMAL DISPUTE RESOLUTION

The purpose of dispute resolution is to provide employees with a prompt review, impartial consideration and equitable solutions for problems arising out of the employment relationship which can create a potential adverse, unjust, or inequitable effect on employment conditions.

Complaints concerning discrimination and/or harassment are addressed through the Formal Grievance Procedure set forth below. There is no grievance right for an employee who has received notice of termination upon written notice of at least thirty days in accordance with Board of Trustees Policy 405.4, excepting allegations of discrimination. An employee who presents a complaint shall be free from restraint, interference, discrimination, or reprisal.

Except in the case of termination for cause, within thirty (30) calendar days of the date of the alleged incident/event that gave rise to the complaint or of the date the employee became aware of the alleged incident/event that gave rise to the complaint, the Complainant shall first attempt to resolve the issue informally with the Respondent and, as necessary, with the immediate supervisor of the Respondent. If, after discussion, the parties desire assistance in arriving at a resolution, they may, by mutual agreement, invite Human Resources to participate; Human Resources may participate at his or her discretion. If the issue is resolved, the complaint and resolution should be documented, in writing, by the Complainant and submitted to Human Resources.

The parties are expected to work together with professionalism and cooperation. If the informal resolution procedure does not satisfactorily resolve the issue, and the Complainant wishes to pursue the matter, they must file a formal written grievance within ten (10) working days after the unsuccessful resolution meeting.