

## **Fair Treatment Policy (Employees)**

### **Purpose**

Any employee of the University of Mary who believes that he or she has been unjustly treated is encouraged to seek resolution of the issue through policies and procedures established by the university for that purpose. The university has adopted a number of policies which address specific types of unjust treatment. These can be found at My.umary.edu (Faculty and Staff / General University Policies). Other complaints, disputes or differences of opinion concerning employment may exist in the workplace and are called 'grievances' for purposes of this policy. For these workplace grievances, the procedures outlined in this policy should be used.

Disciplinary action, dismissal, change to lower pay rate, suspension without pay, reduction in force, and position classification cannot be grieved. For these issues, the *Corporate Faculty Handbook* and *Support Staff Handbook* should be consulted.

It is the university's policy that employees will not be retaliated against for initiating this policy or any other policy.

### **Statement of the Policy**

Step 1: Often grievances are a result of a lack of understanding or a lack of sufficient information, but before a grievance can be settled it must be expressed. The employee shall first discuss the grievance with the immediate supervisor. In order to minimize the possibility of misunderstanding, the employee is expected to discuss the grievance with the immediate supervisor within ten days of its occurrence.

Step 2: If the grievance is not resolved at Step 1, the employee shall set forth in writing the grievance, its cause and a suggested remedy. The supervisor will investigate, evaluate and provide a solution or explanation in writing within a reasonable period of time, considering the facts of the matter. More serious matters are expected to take longer to resolve.

Step 3: If the grievance is not resolved at Step 2, the employee may choose to appeal the decision to successively higher supervisors in the office or department up to the level of the appropriate vice president. Each appeal must be made in writing within ten (10) working days of the decision. Each appeal must be decided in writing within a reasonable period of time after the receipt of the appeal. The decision of the vice president will be final except in the case where the initial grievance involves the actions or a decision made by a vice president. In such a case, the grievance will be considered and the final decision will be made by the president.

### **Procedural Guidelines**

In the event there are related criminal or civil proceedings, those responsible for making a decision shall have the right to delay making their determination in the matter until all

legal proceedings have been fully resolved. Allegations shall be investigated in as impartial and confidential manner as possible. Complaint handlers should protect privacy as much as possible but they cannot guarantee complete confidentiality. For example, people who might have information relevant to a case may learn of the complaint in the course of an investigation. The assurance of privacy may also be qualified by the duty placed by law or policy on persons receiving complaints of particular types. It is the responsibility of all members of the university community to cooperate with the investigation of a complaint.

If the complaint handler determines that the complaint is subject to a specific university policy, the complaint will be forwarded to the person(s) responsible for administering that policy.

**Approved**

University Senate (February 17, 2010)

President's Council (February 22, 2010)

Executive Committee of the University of Mary Board of Trustees (March 11, 2010)