



## Policy

Title:	<b>APS Grievances</b>
Effective Date:	March 30, 2022
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources and Administrative Services
History:	N/A
Related Documents: Non-Discrimination and Anti-Harassment Policy; EEO/Affirmative Action; Performance Management	

### I. Purpose

Administrative and Professional employees (APS) may present grievances concerning their workplace.

### II. Policy

Subject in all cases, to their status as "at-will" employees, the University will provide its employees with a fair and efficient process to present and resolve grievances concerning their workplace.

This process is only available to employees that have completed their Introductory period and only on an individual basis.

The following issues are not subject to this Grievance Policy:

- Compensation or benefit matters;
- Performance evaluations; and
- Termination of employment.

Allegations of discrimination or harassment shall be handled in accordance with the University's Non-Discrimination and Anti-Harassment Policy.

### **III. Definitions**

***Administrative and Professional Staff (APS)*** are members of the University workforce that contribute in a broad array of positions in support of the university's mission. This does not include employees classified as Faculty, Temporary Staff or Union members.

### **IV. Procedure**

#### **General Info**

The University encourages informal dispute resolution between an employee and supervisors, a Department Head/Dean, the Office of Human Resources or the Chief of Staff.

If attempts to resolve a matter through informal dispute resolution is not successful, a grievance may be filed.

#### **Grievance Procedure**

An employee who decides to initiate the formal Grievance Procedure shall present the grievance in writing using the prescribed form, which should identify the basis of the grievance, as much detail as possible and identify the desired result. The Grievance Form should be submitted within ten (10) University business days from the date that the informal resolution process has ended to the Vice President of Human Resources.

Once the Grievance Form is received, the Vice President of Human Resources is to begin the investigation by meeting with the employee who submitted the form to discuss the issue and the employee's desired resolution. Next steps in the investigation may include (i) soliciting input from the employee's direct and indirect supervisors, (ii) obtaining additional information from the employee and (iii) facilitating a discussion amongst the employee, his/her direct and indirect supervisors and others involved/named.

Following any such actions, the Vice President of Human Resources shall timely issue a written response to the employee, which may detail any corrective action to be taken by the employee and/or the employee's direct and indirect supervisors.

If the grievance is not resolved at Step 1, the employee shall file a written grievance directed to the Chief of Staff within fifteen (15) University business days from the date of the Step 1 decision. The Chief of Staff will be required to meet with the employee to listen to the grievance. The Chief of Staff will provide a written response within fifteen (15) University business days of the meeting. The decision of the Chief of Staff is final.

**Retaliation Prohibited.** A faculty member, staff member, or administrator who retaliates in any way against an employee who has brought a grievance pursuant to this policy or against an employee who has participated in a review of the grievance, is subject to disciplinary action.