



Southeastern Louisiana University

Grievance Policy

Unclassified Employee Handbook

*Part III. Policies Governing the Employment of Unclassified Employees
Section F. Grievance Policy*

Graduate Assistant Handbook

*Part III. Policies Governing the Employment of Graduate Assistants
Section F. Grievance Policy*

Resident Assistant Handbook

*Part III. Policies Governing the Employment of Graduate Assistants
Section F. Grievance Policy*

GRIEVANCE POLICY FOR UNCLASSIFIED STAFF (Rev.1/1/04)

The following grievance policy for unclassified staff has been adopted by the University. If needed, Grievance Forms can be picked up from the Human Resources Office, Room 102, Building NC-HR.

Policy

A "grievance" is a complaint involving the work situation including but not limited to, salary, and/or working conditions; a lack of policy; a policy or practice that is improper or unfair; a deviation from, or misrepresentation or misapplication of practice or policy; a violation, misrepresentation, misapplication or an inequitable or otherwise improper application of any provision of the Rules of the Board of Supervisors for the University of Louisiana System; University, college, and/or departmental regulation or policies; and any agreement between the University and the individual employee.

Purpose

All problems should be resolved whenever possible, before filing of a grievance. Open communication between administrators and employees is encouraged so that a formal grievance procedure will not normally be necessary. However, as a means of maintaining a satisfied and efficient work force, an employee who feels that he or she has been treated unjustly has the right to file and pursue a grievance free from interference, coercion, restraint, discrimination, or reprisal.

The grievant may be advised by counsel. The burden to prove any allegation of unfair treatment rests on the grievant. The grievant must set forth in detail the nature of the grievance and shall state against whom/what the grievance is directed. It shall contain any facts or other data which the petitioner deems pertinent to the case.

GRIEVANCE PROCEDURES

1. A written statement of grievance will be presented to the grievant's immediate supervisor within ten (10) working days after the incident that caused the grievant to be aggrieved.

If the grievance does not involve the immediate supervisor, the immediate supervisor will indicate that on the form and return it to the grievant. The grievant may then proceed to Step 2.

If the grievance does involve the immediate supervisor, the immediate supervisor will meet with the grievant within five (5) working days and give an answer in writing to the grievant within five (5) working days thereafter. The meeting should not disrupt work assignments of either and should be arranged at a mutually convenient time for each.

2. If not satisfied with the decision of the immediate supervisor, or if the immediate supervisor had no part in the incident, the grievant may within five (5) working days of the receipt of such decision, submit the grievance in writing to the department head.

The department head will meet with the grievant within five (5) working days and render a decision in writing within five (5) working days thereafter.

3. If not satisfied with the decision of the department head, the grievant may within five (5) working days of the receipt of such decision, submit the grievance in writing to the appropriate dean or division head, if applicable. If not applicable, proceed to Step 4.

The dean or division head will meet with the grievant within five (5) working days and render a decision in writing within five (5) working days thereafter.

4. If not satisfied with the decision of the dean, or division head, or the department head if there is no dean or division head in the chain of command, the grievant may within five (5) working days of the receipt of such decision, submit the grievance in writing to the appropriate vice president. If there is not vice president in the chain of command, the grievant may proceed to Step 5 and submit the grievance directly to the President.

The Vice President will conduct a hearing within five (5) working days and render a decision in writing within five (5) working days thereafter.

5. If not satisfied with the decision of the vice president, or if there is no vice president in the chain of command, the grievant may within five (5) working days of the receipt of such a decision submit the grievance to the President of the University.

The President will appoint a committee, as needed, of no more than five employees to hear the grievance. The committee will hold a hearing within five (5) working days of the receipt of the grievance by the President and make a recommendation to the President regarding the grievance. The President of the University will render a decision in writing within five (5) working days thereafter.

6. If not satisfied with the decision of the President of the University, the grievant may submit an appeal in writing to the President of the University of Louisiana System for review by the Board Grievance Committee. The grievant shall furnish a copy of the appeal to the President of the University for his/her information.

7. No reprisal will be made by the Board or the University against any grievant, witness, representative, or any other participant in a grievance procedure by reason of such participation. All written materials pertinent to a grievance will be filed separately from the personnel and/or evaluation files of the grievant and all other participants.

8. **Summary Disposition of a Grievance.** At any time after the filing of a grievance in writing, an appointing authority may summarily dispose of the grievance on any of the following grounds:

- A. That the appointing authority lacks jurisdiction on the subject matter, or of the person against whom relief is sought.
- B. That the aggrieved has no legal right to grievance consideration.
- C. That the grievance has not been made in the required manner or within the prescribed period of delay.
- D. That a decision on the grievance would be ineffective.
- E. That the aggrieved has failed to appear at the time and place fixed for the hearing of his/her grievance.
- F. That the aggrieved has withdrawn or abandoned his/her request for grievance consideration.

When an appointing authority summarily disposes of a written grievance, he/she shall notify all parties involved in writing.

UNCLASSIFIED STAFF GRIEVANCE FORM

The employee may present the grievance to his immediate supervisor within ten (10) working days after the incident or after he has received written notice of the incident. (This form is to be used if the grievant is not satisfied with the decision of his immediate supervisor at the First Step of the grievance procedure. The form will be completed at each subsequent step at which the appeal is made. If a grievance is settled orally with the immediate supervisor, a written record is not mandatory. However, a memorandum record of the grievance for agency use is advisable in such cases.) The original form when completed must be placed on file in the EEO Office.

AGENCY _____ DATE _____

NAME _____ TITLE _____

GRIEVANCE STATEMENT

RELIEF SOUGHT

Grievant's Signature: _____ Date: _____

DECISION OF IMMEDIATE SUPERVISOR (If applicable. Where the immediate supervisor is the Department Head, proceed to Step 2.) The immediate supervisor will conduct a hearing within five (5) working days and give an answer in writing to the employee within five (5) working days thereafter.

Supervisor's Signature: _____ Date: _____

Employee Answer: (Initial and date by appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am **not** satisfied with the answer to my grievance and wish to have it referred to the next step.

If not satisfied with the decision of the Immediate Supervisor, the grievant may within five (5) working days of the receipt of such decision, submit the grievance in writing to the supervisor of the next higher administrative level. (Department Head)

STEP TWO

This supervisor will conduct a hearing within five (5) working days of receipt of the grievance and will render a decision in writing within five (5) working days thereafter.

Supervisor's Signature: _____ Date: _____

Employee Answer: (Initial and date by appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am **not** satisfied with the answer to my grievance and wish to have it referred to the next step.

If not satisfied with the decision of the supervisor of the next higher administrative level (Department Head), the grievant may within five (5) working days of the receipt of such decision, submit the grievance in writing to the next higher administrative level. (Dean or Division Head, if applicable. If not applicable proceed to Step 4.)

STEP THREE

This supervisor will conduct a hearing within five (5) working days of receipt of the grievance and will render a decision in writing within five (5) working days thereafter.

Supervisor's Signature: _____ Date: _____

Employee Answer: (Initial and date by appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am **not** satisfied with the answer to my grievance and wish to have it referred to the next step.

If not satisfied with the decision of the supervisor of the next higher administrative level (Dean or Division Head), the grievant may within five (5) working days of the receipt of such decision, submit the grievance in writing to the appropriate Vice President.

STEP FOUR

The Vice President will conduct a hearing within five (5) working days of receipt of the grievance and will render a decision in writing within five (5) working days thereafter.

Supervisor's Signature: _____ Date: _____

Employee Answer: (Initial and date by appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am **not** satisfied with the answer to my grievance and wish to have it referred to the next step.

If not satisfied with the decision of the Vice President, the grievant may within five (5) working days of the receipt of such decision, submit the grievance in writing to the President of the University.

STEP FIVE

The President will appoint a committee, as needed, of no more than five employees made up of a cross-section of unclassified staff to hear the grievance. The committee will hold a hearing within five (5) working days of receipt of the grievance by the President and make a recommendation to the President regarding the grievance. The President of the University will then render a decision in writing within five (5) working days thereafter.

Decision of the President or his/her appointed representatives:

President's Signature: _____ Date: _____

Employee Answer: (Initial and date by appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am **not** satisfied with the answer to my grievance and wish to have it referred to the next step.

If not satisfied with the decision of the President of the University, the grievant may submit an appeal in writing to the President of the University of Louisiana System for review by the Board Grievance Committee. A copy of the appeal shall be furnished to the President of the University for his/her information.

No reprisal will be made by the Board or the University against any grievant, witness, representative, or any other participant in a grievance procedure by reason of such participation. All written materials pertinent to a

grievance will be filed separately from the personnel and/or evaluation files of the grievant and all other participants.

Note: At any time after the filing of a grievance in writing, an appointing authority may summarily dispose of the grievance (See Unclassified Grievance Policy). When an appointing authority summarily disposes of a written grievance, he/she shall notify all parties involved in writing.