

**University of St. Thomas
Grievance Policy**

Policy Number: G.00.05

SCOPE

All faculty, staff, and administrators

A grievance is defined as a work-related problem or condition which an employee believes to be unfair, inequitable, discriminatory, or violation of the employee's employment relationship with the University whether it be contractual (faculty) or at-will (staff, student workers, and adjuncts).

In any working environment some complaints and grievances are inevitable. The University believes it is in the best interest of the employee and institution that these problems be directed and settled by the employee's immediate supervisor or manager. However, if a resolution cannot be made to the satisfaction of the employee, the University provides the opportunity for an employee to file a formal grievance, without the employee suffering any reprisal, intimidation, or censure. Retaliation in any form is strictly prohibited and should be reported immediately.

To promote good employee relations and provide a forum in which grievances and complaints can be reviewed, the University has established specific grievance procedures.

Grievance procedures applicable to faculty or administrators who hold academic rank – See Faculty Grievance Procedures

Grievance procedures applicable to staff or administrators who do not hold academic rank – See Staff Grievance Procedures

Students who wish to file a grievance should contact the Dean of Students.

A grievance filed between a faculty member and staff or administrator who does not hold academic rank will be processed under the Staff Grievance Procedures.

Employees are expected to comply with the requirements of this policy for filing grievances and appeals. The procedures accompanying this policy are designed to ensure a fair and impartial effort to resolve the specific issues described in the complaint.

University of St. Thomas Policies
APPROVED: Dr. Robert Ivany Date of Original Formation: 10/19/2016

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