

**3356-7-37 Administrative complaint process – professional/
administrative ~~exempt employees~~ staff not covered by a
collective bargaining agreement.**

- (A) Policy statement. The university is committed to equitable employment practices and maintains a complaint process that may be utilized by professional/administrative ~~exempt employees~~ staff to provide prompt and equitable resolution of disputes resulting from ~~certain~~ administrative employment-related decisions, i.e., reclassification, promotion, discipline, working conditions, and termination decisions.
- (B) Parameters.
- (1) Employees with a complaint about an administrative decision are encouraged to initiate informal discussion with their immediate supervisor prior to filing a formal complaint.
 - (2) Employees may file a formal complaint of an administrative decision ~~regarding termination, discipline, or disputes concerning working conditions or promotion~~ that will be reviewed and a final determination made.
 - (3) This policy is not applicable to members of collective bargaining units.
 - (4) The chief human resources officer is authorized to develop procedures for the implementation of this policy.
- (C) Procedures.
- (1) A formal written complaint identifying the specific grounds must be filed no later than ten working days of the occurrence or knowledge of the occurrence. This complaint is to be directed to the person's immediate supervisor.
 - (2) The supervisor will conduct an appropriate review and respond to the complaint in writing within ten working days of its receipt.
 - ~~(3) If the person filing the complaint is not satisfied with the supervisor's response, the employee may forward a written notification within ten working days, with particulars, to the~~

~~appropriate dean, executive director, or other appropriate university official for review. A written response will be provided the employee within ten working days of its receipt.~~

- (4)(3) If this response does not satisfy the employee, a written complaint may be sent to the chief human resources officer within ten working days from receipt of the supervisor's response. The chief human resources officer, in consultation with the appropriate vice president, will ~~appoint a three person panel to review all~~ information submitted and render a final written decision. Said written decision will be provided within ~~twenty-one~~ ten working days from the date on which the ~~panel meets to review the submitted information~~ complaint is received.

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CERTIFIED ELECTRONICALLY

Certification

04/13/2016

Date

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