

<b>The University of North Texas at Dallas Policy Manual</b>	<b>Human Resources</b>
<b>5.005 Employee Grievances</b>	

**Policy Statement.** The University of North Texas at Dallas provides a procedure for employees to present and resolve concerns about employment conditions as a means of strengthening communication between supervisors and employees. Nothing in this policy shall be construed as modifying the at-will employment relationship.

**Application of Policy.** This policy applies to all regular staff members.

**Definitions.**

1. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
2. **Grievance.** “Grievance” means a formal expression of disagreement or dissatisfaction with an aspect of employment such as working conditions, hours of work, compensation, environment, or relationships with supervisor and other employees, except for terminations which are reviewed under other policies.

**Procedures and Responsibilities.** Regular staff members may use the grievance procedure as appropriate within time limits as noted below.

1. **Informal Resolution.** Employees should first discuss work-related concerns with their supervisors as soon as possible and supervisors should respond promptly to employees’ requests for resolution. The formal grievance procedures may be used only after the concern has been discussed with the supervisor and the supervisor is unable to resolve it informally.
2. **Grievance Procedures.** A grievance should be submitted as soon as possible following an unsuccessful effort to resolve a concern informally and must be submitted no later than ninety (90) days after the date the employee disagrees with a work-related decision that can be resolved under this policy or becomes dissatisfied with his or her working conditions.

- a. Failure to present a grievance in accordance with the time limits set out in this policy shall constitute waiver of the grievance unless the employee shows good cause for late submission of the concern.
  - b. A grievance must be submitted in writing to the supervisor and must set out: the name of the person(s) directly responsible for the disagreement or dissatisfaction; a detailed description of the condition, conduct or decision that is the basis of the disagreement or dissatisfaction; the date(s) of the occurrence(s) or decision; the location of the occurrence, if applicable; the names of any witnesses to the occurrence(s); actions taken to resolve the dispute; and the resolution sought. The employee also should include any documents or additional information that may assist in resolving the grievance. The Human Resources Department must be provided a copy of the grievance.
  - c. The supervisor must decide the grievance and inform the employee of the decision, in writing, within ten (10) days of the date the grievance is received by the supervisor unless an extension is granted by the Human Resources Department. The Human Resources Department must be provided a copy of the decision at the time the employee is notified.
  - d. If the grievance is not satisfactorily resolved by the supervisor, the employee may present it to the supervisor's immediate superior within five (5) days, who will make a final decision. The grievance must be in writing and include the information described in section b above. The immediate superior must decide the grievance and inform the employee of the decision, in writing, within ten (10) days of the date of receipt unless an extension is granted by the Human Resources Director or designee. The Human Resources Department must be provided with a copy of the decision before the employee is notified of the final decision.
3. **Suspension of Grievance.** In the event a grievance makes an allegation of discrimination, harassment, retaliation or a violation of other policies that may require investigation, the grievance will be suspended until a determination is made by that office concerning whether an investigation is warranted.

Responsible Party: Employee, Supervisor and Human Resources.

**References and Cross-references.**

Texas Government Code, § 617.005

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