Ere us University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **GRIEVANCE PROCEDURES**

Policy #: **10.2**

*INFORMAL*

You should make every attempt to resolve problems you encounter at work informally through discussion with the other persons involved and in a spirit of goodwill and cooperation. If you address potential problems early, they are less likely to escalate into grievances. Your supervisor or department head may be able to help you resolve complaints and other problems informally and with as little disruption and distress as possible.

Unless excluded below, a grievance is a complaint of a staff employee against the university concerning: the interpretation, application or claimed violation of a specific term or provision of university policy, or other matters that affect the employment relationship of the employee to the university.

*Excluded from the procedure are complaints relating to:*

* wages and salaries;
* falsification of application materials;
* retrenchment of employees pursuant to [Board Policy 405.5;](http://www.uasys.edu/policies/405.5.PDF)
* matters involving reappointment, performance evaluation and promotion that do not concern a claimed failure by the university to follow established policy;
* classification of positions; or
* termination for convenience

*FORMAL*

All employees are provided a grievance process in an effort to resolve internal conflicts. Prompt and impartial consideration shall be given to such grievances. An employee who submits a grievance may do so without fear of penalty or reprisal. ***Probationary and extra-help employees do not have any grievance rights.***

In the event that a problem cannot be resolved informally, the following grievance procedures are available for Non-Academic and Academic employees.

**Resource(s): Approved by: Approval date:**

**Custodian:** Human Resources