

700.9 Grievances

If an employee disagrees with established code of conduct, policies, or practices, they can express their concern through the grievance procedure. No employee will be penalized, formally or informally, for voicing a complaint with Facilities Management in a reasonable, business-like manner, or for using the grievance procedure.

Employees should first attempt to use the appropriate chain of supervision for both formal and informal grievance matters. Concerns should be addressed to the person involved in the incident, giving rise to the dispute. Copies of any correspondence should first be issued no higher than the first level of supervision above the person involved in the incident. As with the formal process, the informal process should progress one supervisory level at a time.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to use the steps as outlined in the Human Resources Services Manual, "Grievance Procedures". The employee may discontinue the procedure at any step.