

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:09 DATE: March 2, 1982  
SUPERSEDES POLICY NO.: IV:02:02:09 DATED: March 19, 1980  
SUBJECT: Grievance Procedure for Classified Employees  
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

General

This grievance procedure is designed to provide an effective and acceptable means for classified employees to bring problems and complaints concerning their well-being at work to the attention of the administration.

An employee may be terminated at any time during the six-month probationary period. The employee will be notified in writing by his/her immediate supervisor prior to the completion of the probationary period. The employee may be terminated without the right of an appeal, unless discrimination as defined by Civil Rights legislation is involved.

When an employee thinks any condition affecting him/her is unjust, inequitable, a hindrance to effective operation, or creates a problem, the employee should use the following procedure for the solution of such problem(s) without fear of recrimination. The same procedure may be followed by a group of employees. Failure to comply with any of the time limits listed below shall constitute a waiver of the grievance.

Persons who are paid from restricted funds under the terms of a grant or contract and whose employment ends with the expiration of the grant or contract must make any grievance known before the expiration date.

Procedure

STEP 1 - The Supervisor: The employee will bring the situation to the attention of the supervisor within five (5) working days of occurrence of the problem creating the grievance, explaining the nature of the problem and the suggested solution if he/she has one. If the reply the supervisor gives the employee does not resolve the situation, he/she should proceed to each higher level of supervision up to the senior administrator for his/her area. An answer in writing shall be given to the employee by each supervisor as promptly as practical, but in no event later than the third working day after receipt of the grievance.

The employee should not allow more than three working days between a reply and an appeal to a higher level.

All personnel paid from restricted funds will address their grievances to the project director responsible for the restricted funds (1) after a hearing or review with their immediate supervisor, dean or director and (2) prior to submission of a grievance request to the vice presidential level.

NOTE: Copies of written transactions should be sent to the director or dean, the appropriate senior administrator, and the Director of Personnel.

STEP 2 - Director of Personnel Services: If the employee is not satisfied with the decision by the supervisor(s), director or dean, and the appropriate senior administrator, he/she shall present a signed and dated grievance report within five (5) working days of completion of Step 1 to the Director of Personnel Services. The grievance report should include, but not necessarily be limited to, the following:

- (1) Statement and basis of the grievance,
- (2) Date(s) of the occurrence(s), and
- (3) Attempts made to solve the grievance.

The Director of Personnel Services will forward one copy of the grievance report to the supervisor(s), dean or director, and appropriate senior administrator.

When the Director of Personnel Services receives the grievance report, he/she will attempt to resolve any conflict and/or suggest an equitable solution by:

- (1) Conferring with the employee's immediate supervisor immediately to confirm that Step 1 has been followed.

If the provisions of Step 1 have not been followed, the Director of Personnel Services will meet with the employee(s) and explain the basic necessity for following Step 1 procedures. The Director of Personnel Services will return the grievance report to the employee for Step 1 procedure. The Director of Personnel Services will also advise the supervisor(s), director or dean, and appropriate senior administrator of the conversation, the action taken, and any comments relative to the situation.

- (2) Conferring with the employee(s) to get any clarification of the problem.
- (3) Conferring with the supervisor(s), director or dean, and the appropriate senior administrator to get any further clarification of the problem.
- (4) Scheduling a meeting, within four (4) working days with the employee, the employee's supervisor(s), the director or dean or his/her designated representative, the appropriate senior administrator, and the Director of Personnel Services.

- (5) Acting as chairperson and recording all proceedings of the meetings; within three working days, providing all concerned with copies of minutes of the meetings.

STEP 3 - Business Manager: If the efforts of the Director of Personnel Services do not solve the problem, the employee may appeal to the Business Manager within five (5) working days of the completion of Step 2. The employee should submit a written request for a hearing, giving the date of the grievance and outlining the complaint, the facts on which it is based, the attempts made to solve it, and what redress is sought. Whenever such a request is received by the Business Manager and he/she determines that a hearing is required, the matter will be referred to a grievance committee for a full hearing. The grievance committee will consist of three members selected from a standing grievance panel appointed by the Business Manager. (Note: The panel will be composed of two faculty members, two administrators, two supervisory personnel, and two non-supervisory personnel.) The grievant will select one member of the grievance committee; the Business Manager will select one member; and the two members selected will select the third member. The chairperson of the grievance committee will be elected by the members of the committee. The committee, after granting a full hearing on the matter, shall forward its written recommendation to the Business Manager within three (3) working days of the review. The Business Manager will send a written notification of his/her decision to the employee(s), the supervisor(s), the director or dean, the appropriate senior administrator, and the Director of Personnel Services within five (5) working days after receiving the committee's recommendations.

STEP 4 - The President: If the committee's recommendation does not satisfy the grievant and if the Business Manager cannot resolve the difficulty, the employee may make written appeal to the President for final decision within (5) working days. The President will send a written notification of his/her decision to the employee within three (3) working days after receiving the written appeal.

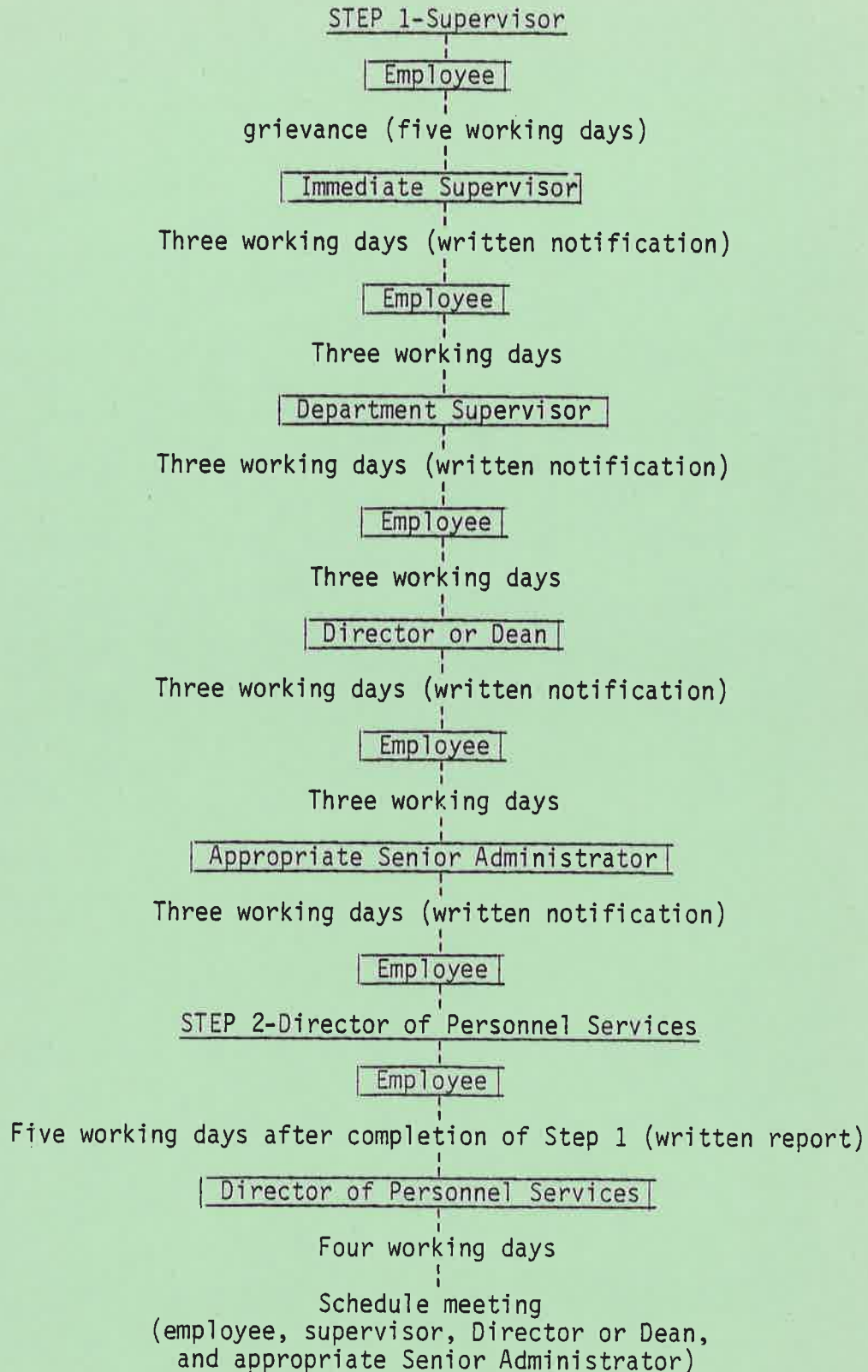
If the problem cannot be resolved to the satisfaction of the employee at the institutional level, the employee may file a written appeal with the State Board of Regents within twenty (20) working days following the written notification of the President's decision.

The term "working days" excludes weekends and holidays.

NOTE: In all cases where a response is required, the supervisor shall respond within the stated time unless he/she is absent from his/her work station and unable to make response within the specified time period. In such circumstances, the secretary of the department will notify the complainant as to when he/she may expect a response.



## FLOW CHART



Minutes

Three working days

(employee, supervisor, Director or Dean,  
and appropriate Senior Administrator)

STEP 3-Business Manager

Employee

Five working days after receipt of minutes of Step 2 (written request)

Business Manager

grievance committee

full hearing

Three working days (written notification)

Business Manager

Five working days (written notification)

Employee

STEP 4-President  
Final decision

Employee

Five working days (written appeal)

President

Three working days (written notification)

Employee

Twenty working days (written appeal)

Board of Regents