

Concordia University Wisconsin
Employee Grievance Procedure

Should any difference of opinion regarding work situations arise between employees or between an employee and the immediate supervisor the procedure below will be followed in an effort to arrive at a conclusion that is satisfactory to both the employer and the employee.

The procedure outlined below is designed to assure fair and equitable consideration of the employee's grievance. At no time should any supervisor criticize or cause any employee to lose status, nor should any employee fear criticism or loss of status in seeking a solution to a problem by following this authorized procedure.

Procedure:

1. The employee is to orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential in this step.)
2. If the grievance is not resolved, the employee is to discuss the matter with the unit executive.
3. If the grievance is not resolved, the employee is to put the grievance in written form and file it with the department of human resources. (At the option of the employee the director of human resources, or designated representative, will assist the employee throughout the remainder of the grievance procedure.) The employee's supervisor and unit executive will meet with the director of human resources to try to resolve the matter.
4. If the matter is not resolved, the employee's grievance will be reviewed by a four-member appeals committee to be appointed by the director of human resources. The employee and the employee's unit executive (department supervisor or vice president) may each suggest the name of one unit executive to serve on the committee, together with the director of human resources. The vice president of business and administration will be the fourth member of the appeals committee.
 - a. The employee has the option of presenting the grievance to the appeals committee in person. (The committee may also request that the employee appear before the Committee if clarification from the employee is needed.)
 - b. The appeals committee will inform the employee of the results of its review. The decision at this step is final.

Grievances will receive prompt consideration. Each step of the above procedure must be followed in the order outlined.

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