



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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1

PAGE
D8-140.0

SUBJECT

GRIEVANCES

SUB-TOPIC
GRIEVANCE POLICY AND PROCEDURES

I. PURPOSE

It is the policy of The University of Texas at Dallas to encourage fair, efficient and equitable solutions for problems arising out of the employment relationship and to meet the requirements of state and federal law.

II. SCOPE OF GRIEVANCE POLICY

Included under the grievance policy are complaints concerning wages, hours of work, working conditions, performance evaluations, merit raises, job assignments, reprimands, discrimination, and the interpretation or application of a rule, regulation or policy. Complaints of this nature shall not be processed through the Discipline and Dismissal Appeal Procedure (see Section D8-100.0, this Manual), but will be considered on an informal basis under the scope of the grievance policy in order to allow prompt correction or explanation of the subject of the complaint.

The complaint(s) of all employees except faculty or teaching staff and U.T. Dallas police officers, including probationary and temporary employees and those hourly or per diem employees who work on an as needed basis, will be considered pursuant to the procedure listed below under Item III.

No employee shall be penalized, disciplined or prejudiced for exercising the right to make a complaint or for aiding another employee in the presentation of that complaint.

III. PROCEDURE FOR BRINGING A GRIEVANCE

A. The employee shall informally present the complaint to his or her supervisor or administrative equivalent for discussion, consideration and resolution within five (5) working days from the date of the action which is the subject of the complaint. If the supervisor is the subject of the complaint, the employee may address the complaint to the appropriate department head or administrative equivalent.



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- B. If the complaint is not satisfactorily resolved by the supervisor or administrative equivalent within five (5) working days, the employee may present the complaint in writing to the appropriate department head or administrative equivalent for consideration and action within five (5) working days of the step A decision. A written decision will be mailed to the employee within five (5) working days of receipt of the complaint.
- C. If the employee is not satisfied with the decision of the department head or administrative equivalent, a letter stating why the step B decision is incorrect may be sent to the appropriate dean, director or administrative equivalent within five (5) working days of the date of the step B decision. Within ten (10) working days of the date of the receipt, a written decision will be mailed to the employee.
- D. Complaints not satisfactorily resolved by the dean, director or administrative equivalent may be presented in writing to the appropriate vice president or administrative equivalent for the employee's department within five (5) working days of the date of the step C decision. The letter should state why the step C decision is not correct. Within a reasonable time, not to exceed thirty (30) days following receipt of the complaint, a written decision shall be mailed to the employee. This decision is final.
- E. The written complaint and all decisions or responses regarding such complaint shall be a part of the personnel file of the employee.