

	UNIVERSITY OF DENVER POLICY MANUAL EMPLOYEE GRIEVANCE PROCESS
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Responsible Department Provost, Vice Chancellor Recommended By Provost, Vice Chancellor Approved By: Chancellor Approved by Board of Trustees	Policy Number 3.010.60	Effective Date: 3/30/95 Updated: 5/17/11
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EMPLOYEE GRIEVANCE PROCESS

I. Grievances

- A. For purposes of this Policy, grievances are complaints by employees of the University (except as described in I.E.,

1. Grievance of an administrative decision or action not covered by the APT document – follow the Procedure for Grieving an Administrative Decision or Action
2. Grievance regarding conflict between two faculty peers – follow the Procedure for Faculty Peer to Peer Grievance
3. Grievance or complaint regarding a matter covered by the APT document – follow procedures in the APT document

II. Definitions

Grievant(s): the person(s) initiating the grievance. Hereafter, grievant (in the singular) will be used to designate one or more grievants.

Respondent(s): the person(s) alleged to have carried out the action or made the decision that is the subject of the grievance. Hereafter, respondent (in the singular) will be used to designate one or more respondents.

III. Procedures

Procedure for Grieving an

A copy of the written grievance and all subsequent written statements produced as a result of the grievance process, as described herein, must be filed with the Director of Human Resources.

A written grievance may be submitted no later than forty-five (45) calendar days from the date the grievant learns of the situation giving rise to the grievance. A pattern of actions or decisions reaching farther back in time may be included in a grievance, if the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days.

A. Step One: Informal Resolution

The grievant is strongly encouraged to discuss any complaint covered by this Policy with the respondent and make a concerted effort to resolve the complaint without relying on the formal process described below. The discussion should occur as soon as reasonably possible after the grievant learns of the disputed matter. If both parties to the grievance agree, an outside party such as a Human Resources representative, mediator, faculty colleague, or university administrator may be invited to mediate the discussion to assist in achieving conciliation.

B. Step Two: Written Grievance

If not satisfied with the results of the informal resolution, the grievant may submit a written grievance with the lowest level shared supervisor (LLSS) of the grievant and respondent. The grievance should contain a reasonably detailed description of the issue(s) involved and any relief being sought. If an informal discussion is not conducted as recommended in Step One above, the reason an informal discussion was not conducted must be given in the written grievance.

A copy of the written grievance and all subsequent written statements produced as a result of the grievance process, as described herein, must be filed with the Director of Human Resources.

If the LLSS is not the Provost, a written grievance may be submitted no later than forty-five (45) calendar days from the date the grievant learns of the situation giving rise to the grievance. A pattern of actions or decisions reaching farther back in time may be included in a grievance, if the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days.

If the LLSS is the Provost:

1. The grievant may solicit, at his or her discretion, the determination of the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days.

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C. If the FRC has not rendered its determination at the end of twenty (20) working days, the grievant may proceed, at his or her discretion, to submit a grievance to the Provost.

2. To submit a grievance without soliciting the determination of the FRC, the grievant must submit the grievance to the Provost within forty-five (45) calendar days from the date the grievant learns of the situation giving rise to the grievance. A pattern of actions or decisions reaching farther back in time may be included in a grievance, if the grievant learned of the most recent action or decision in the pattern within the past forty-five (45) calendar days. -

