

MIDWESTERN UNIVERSITY

STANDARD POLICY

DIVISION: Human Resources

CAMPUS: Downers Grove/Glendale

SUBJECT: Employee Grievance		POLICY NO.	
Approved by: <i>Kathleen H. Goepfinger, PhD</i> Kathleen H. Goepfinger, PH.D. President and Chief Executive officer	Issue Date 7/1/2022	Supersedes 11/19/2003	Pages 1 of 2

PURPOSE

In any organization there can be differences of opinion about working conditions, work rules, policies and other work-related issues. To resolve these differences, effective communication is essential. It is the purpose of this policy to provide a prompt, orderly means of receiving and responding to employee concerns.

POLICY

Although not every problem can be resolved to everyone's complete satisfaction, it is only through understanding and discussion of mutual problems that employees and management can develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job satisfaction.

An employee may only grieve actions taken against the employee under the following circumstances:

- Policy Violation – violations of Midwestern University policy, or an inconsistent application of Midwestern University policies; OR
- Employment Action – Employment action is the corrective action, unsatisfactory performance review, demotion, suspension without pay, termination of an employee, or work assignments or conditions of work which violate MWU policy.

PROCEDURE

It is the belief of management that the majority of problems can be resolved before needing to go beyond the parties involved. Therefore, the first step in the process of grievance resolution is for the employee to discuss the concern with their supervisor.

1. Supervisory Level

- 1.1 The employee should present their concern to his or her supervisor within five working days of the action taken against them.
- 1.2 The supervisor will respond to the employee within five working days of when the employee brought the concern to him or her.
- 1.3 If the supervisor disagrees with the employee and cannot resolve the situation, or is unwilling to change an earlier decision, the employee has the option of contacting the Department Head/Dean/CAO or Vice President to discuss the issue.

1.4 Additionally, in a situation where the employee feels the matter is too delicate to go through the supervisor, the employee has the option of contacting the Department Head/Dean/CAO or Vice President to discuss the issue.

2. Human Resources Level

2.1 If the employee feels that the concern is still unresolved, within five working days the employee should present the concern in writing to Human Resources. The written notice should include the nature of the grievance, the specific policies or procedures which are believed to have been violated, the steps that have been taken, the decision being contested, and the desired remedy.

2.2 Within five working days, Human Resources will meet with the employee to review the employee's concern.

2.3 Human Resources will interview any parties involved and review the situation being grieved.

2.4 After reviewing the situation with the employee's manager, and reviewing all gathered and submitted information, Human Resources will inform the employee of the resolution in writing.

2.5 A copy of both the written grievance notice and the written response will be placed in the employee's personnel file.

3. Final Appeal Level

3.1 If the employee feels that the concern is still unresolved, within five working days of receipt of Human Resource's decision, the employee may submit a final appeal in writing to the President of Midwestern University.

3.2 All previous filed paperwork will also be forwarded to the President for review.

3.3 Within 10 working days, the President will inform the employee of the decision. The President's decision is final and not subject to further review.

No employee will be subject to adverse treatment for voicing a complaint in a reasonable, business-like manner, or for filing a grievance. Nor will the fact that an employee has raised a complaint result in any discrimination toward the employee in conditions of work, advancement, etc. Should the University find that retaliation of an employee has occurred, corrective action will be taken.