

# STANDARD POLICY/PROCEDURE

FAIRFIELD UNIVERSITY FAIRFIELD, CONN

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EFFECTIVE DATE

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## SUBJECT

GRIEVANCE PROCESS

## APPROVED

L. WILLIAM MILES

### PURPOSE

To outline the University's policy and procedure regarding employee grievance.

### SCOPE

This policy covers all employees of the Fairfield University community.

### GENERAL

As a Fairfield University employee, you have the right to present matters of significant concern or dissatisfaction regarding certain aspects of employment and have it considered on its merits. Salary and benefit issues and job classifications are not grievable.

Any decision made as a result of a formal grievance hearing will apply only to the individual who submitted the request for final review and will not serve as a precedent for establishing or changing any University policy or procedure.

Before filing a grievance, employees are expected to attempt to resolve the matter informally at the appropriate level. The Office of Human Resources will provide guidance and assistance with a complaint or grievance. The matter is often resolved at this stage. If you elect to file a formal grievance, you must follow the procedures specified until the grievance is resolved.

Employees must comply with, and will be bound by, the time limits specified for each level of the grievance proceedings. Failure to comply with applicable time limits may result in a refusal to consider the grievance. In matters involving disciplinary action or dismissal, the adverse action may be implemented prior to or during the processing of any grievance. In the event the grievance is sustained, the decisional authority shall determine the appropriate remedy.

### PROCEDURE

Step I: Requires a discussion between you and your immediate supervisor. Grievances regarding disciplinary action or discharge must be raised within three (3) work days of the notice of the adverse action. All other grievances must be raised within ten (10) work days of knowledge of facts related to the grievance. Your supervisor will investigate the grievance and respond within a reasonable period of time. In departments where there are additional levels of supervision, it is essential that all levels be involved before proceeding to Step II. If you are not satisfied with the response, you may move on by presenting the grievance at Step II within three (3) working days.

Step II: Present the grievance in writing to your Division Head. The Division Head will conduct a grievance meeting and respond to you in writing within a reasonable period of time. If you are not satisfied with the response, you may move on by presenting the grievance at Step III within three (3) working days.

Step III: Present your written grievance to the Office of Human Resources. Grievances regarding discharge or disciplinary action will be heard by the Associate Vice President for Administration or his designee (the decisional authority). An informal hearing limited to direct participants shall be held and the grievant will receive a written response by the decisional authority which shall be final. In all other matters, the Associate Vice President for Administration or his designee shall review the written grievance and provide you with a written response which shall be final. After a thorough review with you, the grievant, if the decisional authority determines that the facts or issues presented warrant consideration by a Grievance Review Committee, he or she will notify you prior to deciding the grievance. You then select a Grievance Review Committee from a list of employees provided by the Office of Human Resources. The Grievance Review Committee, which serves on behalf of the Associate Vice President for Administration, is composed of two (2) administrators and one (1) employee from the same general classification as the grievant. The Committee will conduct a meeting under the direction of the decisional authority. The meeting is strictly limited to direct participants. The Committee shall then meet with the decisional authority for the purpose of discussing its recommendations. The decisional authority will then decide what to do and provide you with a written response.