

SECTION 806.06

Time Requirements - Grievance Process

- 1. Informal Grievances** - Within 5 working days of action(s) for which redress is sought, employee meets with next supervisor within organizational structure. Following this review, the supervisor advises the aggrieved employee of his or her decision.
- 2. Formal Grievances** - Upon receipt of the final decision at the informal level, the aggrieved employee has 5 working days to file a written grievance to the Director of Human Resources.
- 3. Committee of Review** - Assuming the grievance is acceptable, the Director of Human Resources will, within ten working days of formal acceptance, work with both parties in establishing the hearing date and impaneling the Committee of Review.
- 4. Final Disposition at Institution** - Following the formal hearings, the Committee of Review shall submit, within ten working days, their written recommendations to the President of the University. The President will advise the individual of his or her final decision within ten working days.
- 5. Appeal to the Board of Regents** - Further appeals to the Board of Regents shall be within 20 days from receipt of the President's decision and in accordance with Board of Regents policy.