Fair Treatment Policy for Employees

Purpose

As a Christian, Catholic, and Benedictine community, the University of Mary is wholly committed to upholding and defending the dignity of every human person as created in the image and likeness of God. Those who experience unfair treatment or unjust discrimination within the community of the University of Mary are especially worthy of the University's care and concern. Any employee of the University of Mary who believes that he or she has been unjustly treated is encouraged to seek resolution of the issue through policies and procedures established by the University for that purpose. The University has adopted a number of policies which address specific types of unjust treatment. These can be found at umary.edu/dignity. Other complaints, disputes, or differences of opinion concerning employment may exist in the workplace and are called grievances for purposes of this policy. For these workplace grievances, the process outlined in this policy should be used.

Disciplinary action, dismissal, change to lower pay rate, suspension without pay, reduction in force, and position classification cannot be grieved. For these issues, the *Employee Handbook* and/or the *Teaching Faculty Resource Handbook* should be consulted.

It is the University's practice that employees will not be retaliated against for initiating the process outlined in this policy or any other university policy.

Statement of Policy

Step 1: Often grievances are a result of a lack of understanding or a lack of sufficient information, but before a grievance can be settled, it must be expressed. The employee shall first discuss the grievance with his or her immediate supervisor or any staff person in Human Resources. In order to minimize the possibility of misunderstanding with a grievance arising from a particular occurrence, the employee is expected to discuss the grievance with the immediate supervisor or Human Resources within ten days of its occurrence.

Step 2: If the grievance is not resolved at Step 1, the employee shall set forth and submit in writing the grievance, its cause, and a suggested remedy. The supervisor or Human Resources will investigate, evaluate, and provide a solution or explanation in writing within a reasonable period of time, considering the facts of the matter. More serious matters are expected to take longer to resolve.

Step 3: If the grievance is not resolved at Step 2, the employee may choose to appeal the decision to successively higher supervisors in the office or department up to the level of the appropriate Vice President. Each appeal must be made in writing within ten (10) working days of the decision. Submitted appeals must be decided in writing within a reasonable period of time after the receipt of the appeal. The decision of the Vice President will be final except in

the case where the initial grievance involves the actions or a decision made by a Vice President. In such a case, the grievance will be considered and the final decision will be made by the President of the University.

Procedural Guidelines

In the event there are related criminal or civil proceedings, those responsible for making a decision shall have the right to delay making their determination in the matter until all legal proceedings have been fully resolved. Allegations shall be investigated in as impartial and confidential a manner as possible. Those addressing grievances should protect privacy as much as possible, but they cannot guarantee complete confidentiality. For example, people who might have information relevant to a grievance may learn of the grievance in the course of an investigation. The assurance of privacy may also be qualified by the duty placed by law or policy on persons receiving grievances of particular types. It is the responsibility of all members of the university community to cooperate with the investigation of a grievance.

If those addressing grievances determine or are advised that the grievance is subject to a specific university policy or Title IX, the grievance will be forwarded to the person(s) responsible for administering that policy.

Approved

28 September 2020 by the President's Council
29 September 2020 by the President of the University
30 September 2020 by the Board of Trustees (EC)
22 October 2020 delivered to University Senate