

## Grievance Procedure

### 1003.1 PURPOSE AND SCOPE

The University encourages employees to act to resolve disagreements or misunderstandings which may arise in the course of employment. If it is not possible to resolve concerns through informal discussion among the individuals involved, the employee may choose to pursue resolution through the appropriate grievance/appeal procedure. An employee filing a grievance must provide a copy of the original complaint and all subsequent materials filed throughout the grievance process to the Executive Director and Chief Human Resource Officer of the Human Resources Department. The employee's department must also submit all responses at each step of the grievance to the Executive Director and Chief Human Resource Officer of the Human Resources Department.

Employees who are denied the opportunity to process a grievance or appeal in accordance with the procedure or who are threatened or subjected to duress as a result of processing a grievance should notify the Executive Director and Chief Human Resource Officer of the Human Resources Department in writing. The Executive Director and Chief Human Resource Officer shall insure that the appropriate steps are taken to address the employee's complaint.

Situations involving complaints of discrimination, sexual harassment should be brought to the attention of the Office of Equal Opportunity.

### 1003.2 PROCEDURE

Human Resources manages state classified grievances. See the HR Manual, Section 3.26 State Classified Personnel Grievance Process.

<http://www.hrs.colostate.edu/policies/hrs-manual.html>

A formal grievance may be initiated by an employee who is aggrieved by any action, not otherwise appealable, which relates to his/her working conditions or relationships or to agency policies, rules or regulations. Grievances include, but are not limited to, such matters as performance evaluations, corrective actions, employee/supervisor relationships, duty assignments not affecting job classification, shift and job location assignments, hours worked, working facilities and conditions, policies for granting leave, health and safety issues, and similar matters. A grievance cannot include any issue pertaining to the sharing of annual leave by state employees. Employees have the right to be represented by a person of their choosing at any step in the process. Once a decision is rendered through the final step of the grievance process an employee may petition the State Personnel Board for a discretionary review.

# Colorado State University Police Department

## Policy Manual

### *Grievance Procedure*

---

The Employee Relations Manager shall advise both parties on matters relating to the interpretations of applicable rules or policies; shall attend each scheduled conference as a resource person and/or facilitator if so requested by either party; and shall mediate disagreements concerning time limits, requests for time extensions, the determination of the effect of prearranged or emergency absences from campus on the specified time limits or other procedural matters relating to the effective resolution of grievances. If an opinion provided by the Employee Relations Manager concerns matters related to the administration of the State Personnel Board rules, the employee is entitled to have the opinion reviewed by the Executive Director of the State Department of Personnel or the State Personnel Board under one of the appeal options identified in this section.

Employees and applicants shall be informed of their rights to seek review through grievance, including the time limits in which such right or option must be exercised, and the official to whom correspondence should be directed. The agency official who gives notice of any corrective action shall be responsible for conveying such information together with the written action. Notice of right to grieve, given with a corrective action, will be considered sufficient if it contains the following information:

“If you wish to protest this action, you may initiate the grievance process. To do so you must request to meet with me for discussion of the situation (step 1) within ten calendar days of your receipt of this corrective action. If you are dissatisfied with the results of this discussion and wish to continue with the grievance process, you must put your grievance in writing and present it to (name of second step official) (step 2) within five working days after you have received my decision.

Forms and other provisions of the grievance process, which must be closely followed, are available from the Colorado State University Human Resources Department, 555 South Howes Street, Second Floor. Their phone number is (970) 491-MyHR (6947).”

If the grievance alleges discrimination, there is an additional requirement: it must be in writing and mailed or delivered to the State Personnel Board no later than the tenth calendar day after you receive this corrective action. The State Personnel Board is located at 633 17th Street, Suite 1320, Denver, CO 80202.

#### External Appeal Process

1. Matters appealable to the Executive Director of the State Department of Personnel and Administration are disputes resulting from the administration of the state personnel system that are not otherwise directly addressed elsewhere, or matters relating directly to the responsibilities of the Executive Director such as the content or conduct of examinations, individual position classifications decisions resulting in the reallocation to a lower pay grade, or Performance

## *Grievance Procedure*

---

Pay System disputes. Appeals to the of the Human Resources Department must be filed within 10 calendar days of the action giving rise to the appeal, or knowledge of such action. Matters concerning the job evaluation system, the amount of a performance award under the Colorado Performance Pay Program, leave sharing, personal services contracts, and the annual compensation survey results are not directly appealable.

2. Matters appealable directly to the State Personnel Board which entitle the employee to a full hearing are matters directly affecting a certified employee's current base pay, status or tenure such as disciplinary actions (suspensions, demotions, terminations, etc.). Appeals of this type must be filled within 10 calendar days of the date of the action or the employee's knowledge of such action.

3. Additionally, employees may petition the State Personnel Board for a review of matters not directly appealable to the Board, or other matters relating to the administration of the State Personnel Board's rules within 10 calendar days of the action or knowledge of such action. Full hearings may be granted in these cases based upon the recommendations of a hearings officer after a preliminary review.

### **1003.3 EMPLOYEE REPRESENTATION**

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee.

### **1003.4 PUNITIVE ACTION**

At no time will punitive action be taken against an employee for exercising any rights during the grievance procedure.

### **1003.5 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to CSU Human Resources.