

DISPUTE RESOLUTION FORM

Most employment issues can be solved directly between an employee and their supervisor. If an issue arises, you may present your issue by utilizing this form and submitting it to your immediate supervisor, your department head or the Senior Director of Human Resources as you see fit. Within ten (10) working days of submission of this form, the University will convene a meeting with you and any others that may be beneficial to the process to discuss the issue. You may initiate the procedure at any level of authority, or may advance the issue to the next higher level of authority up to the Senior Director of Human Resources if you are dissatisfied with the University's response to your issue.

The issue resolution process shall be completed within thirty (30) days of initiation of the process by an employee. For more details on the issue resolution process employees covered by the AFSCME collective bargaining agreement are to refer to the contract and SATSS employees are to refer to the SATTs handbook.

Employee Name _____ Date Submitted _____
Campus Mail Address _____ Email Address _____
Employee Position _____ Department _____
Employee Phone Number _____ Presented To* _____

Issue: Please describe in detail your issue, including; dates, witnesses, location, desired outcome, etc. as appropriate. Use the back of this form or attach additional pages as necessary.

Date Issue Resolution Meeting Held _____

Names of Those in Attendance _____

* A copy of this form must be sent to the Senior Director of Human Resources prior any issue resolution meeting being held.

Supervisor or Department Head holding the meeting must submit a copy of this form along with the outcome of the meeting to the Senior Director of Human Resources.