



Policy

STAFF GRIEVANCE PROCEDURE

DCB.608

EFFECTIVE DATE: MAY 2018

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SOURCE: [NDUS Human Resource Policy Manual](#) AND [NDUS 600 Series - Personnel](#)

If a staff member feels unfairly treated or has a complaint that has not been resolved, a grievance process is in place. The employee shall first discuss the issue with the immediate supervisor in an attempt to solve the problem at the lowest level possible. The grievance process begins when an employee presents in writing an allegation that there has been a violation, misinterpretation, or misapplication of a policy, procedure, or practice regarding the employee's employment conditions.

The grievance process is documented in the NDUS Human Resource Policy, Section 28 Grievance Procedures.

Dismissal, change to lower pay rate, suspension without pay, reduction-in-force (see Section 27 Appeal Procedures), job family assignment (see Section 24 Broadbanding Policy) and issues of illegal discrimination (see SBHE Procedure 603) cannot be grieved.