



Policy

GRIEVANCE PROCEDURE, STAFF

S.601.1

EFFECTIVE DATE: MAY 2018

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

If a staff member feels unfairly treated or has a complaint, which has not been resolved, a grievance process is in place. The grievance process is documented in the NDUS Human Resource Policy, Section 28 Grievance Procedures. The employee shall first discuss the issue with the immediate supervisor in an attempt to solve the problem on 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. Dismissal change to lower pay rate, suspension without pay reduction-in-force (see Section 27 Appeal Procedures), and job family assignment (see Section 24 Broadbanding Policy) and issues of illegal discrimination (see SBHE Procedure 603) cannot be grieved pursuant to this section of the NDUS Human Resource Policy Manual.