

Conciliation Procedure

The University understands that differences of opinion will arise occasionally among employees at the University. The best interests of the University and its employees will be served by prompt resolution of such conflicts.

Employees who submit a complaint under this policy will not be harassed or retaliated against in any manner.

An employee may submit for conciliation any concern that the policies of the University have been inappropriately implemented in matters pertaining to the terms of employment.

STEP I: VERBAL REQUEST

Any employee who has a complaint about his/her situation or conditions of employment at the University should first discuss the problem with his/her supervisor. The University encourages employees to discuss complaints as soon as possible after an occurrence. If the nature of the complaint is premised on harassment and the employee's supervisor is the alleged harasser, the employee may contact the supervisor of his/her supervisor.

STEP II: WRITTEN REQUEST

If discussions with the employee's supervisor or the appropriate Vice President have not resolved the complaint, the employee may file a written appeal with the appropriate supervisor(s). The written appeal must be submitted to the appropriate supervisor(s) within ten (10) working days of the alleged violation or problem. The supervisor(s) must investigate the matter and respond to the employee, in writing, with conclusions and recommendations within a reasonable time, not to exceed five (5) working days (excluding vacation and sick days).

STEP III: REVIEW BY ADVISORY COMMITTEE (OPTIONAL)

If the matter is not satisfactorily resolved, the employee may refer the matter to the appropriate Advisory Committee for review. If the Advisory Committee supports the position of the employee, the Advisory Committee or its designated representative shall attempt to mediate the matter on behalf of the employee with the immediate supervisor or the relevant party.

STEP IV: REFERRAL

If no satisfactory resolution of the complaint has been reached, the employee may request that the complaint be forwarded to a Review Committee. Said request must be made in writing to the employee's Vice President within five (5) working days of receipt of the conclusions and recommendations from the supervisor.

STEP V: ESTABLISHMENT OF A REVIEW COMMITTEE

The appropriate supervisor will submit the appeal to a Review Committee, membership of which will consist of the following: a permanent member chosen by the President, who shall act as Chairperson of the Committee; a member chosen by the appropriate Vice-President; and a member chosen by the concerned employee. The permanent member shall serve a term of one fiscal year.

STEP VI: REVIEW AND DECISION BY THE REVIEW COMMITTEE

Once the committee receives the written complaint, the committee will consider it. The committee will attempt to complete its review of the matter within a reasonable time, not to exceed five (5) working days. The committee will have access to all materials relating to the matter and may also interview any person whom it believes may provide information pertinent to the situation. The committee's investigation and

deliberations shall be confidential. The committee shall render a written decision to the employee and the relevant party.

STEP VII: FINAL APPEAL

If the employee is not satisfied with the decision of the review committee, the employee may submit a final written appeal to the President of the University. Said appeal must be submitted within five (5) working days of receipt of the decision of the review committee.

STEP VIII: FINAL DECISION

The president shall review the matter and respond to the employee within a reasonable time not to exceed five (5) working days. The decision of the President shall be final and binding on all parties.