

Due Process/Problem Solving Procedure

Policy Adopted for BUCOM 9/29/2022

Policy Information			
Policy# :	GEN.2059	Reviewed Date(s):	4/01; 10/03; 9/07; 1/13
Date Created:	July 1, 2005	Revised Date(s):	2/06; 9/19
Responsible University Administrator:	VP, Administrative Services	President Council Approved Date:	January 9, 2020

1. Purpose

- 1.1. To affirm the University's commitment to continuous problem solving among its employees and management which is not only permissible, but is expected and encouraged.
- 1.2. To provide all eligible employees an accessible method of expressing concerns, in an impartial and timely manner.
- 1.3. To contribute in a positive way toward mutual respect and trust through the constructive resolution of conflicts between the University and its employees.
- 1.4. To affirm the organization's commitment to fair and consistent terms and conditions of employment without regard to an individual's age, sex, race, color, religion, national origin, or physical or mental disability.

2. Policy

2.1. Open Door Policy & Chain of Command Process

- 2.1.1. When an employee has a work-related problem or concern, he/she is expected to pursue timely resolution through his/her immediate supervisor. If the employee is not satisfied with this step or is uncomfortable talking with his/her supervisor, then he/she is encouraged to proceed to the next level in the chain of command and/or discuss with Administrative Services.

2.2. Formal Appeal of Discharge

- 2.2.1. The University is committed to ensuring that every employee, regardless of position, be treated with respect and in a fair and just manner at all times. Regular employees (full or part time) who disagree with a discharge may initiate the formal Problem Solving Procedure (PSP) providing they have completed their Initial Ninety (90) Day Introductory Period. In such cases, if an employee elects to pursue the PSP, he/she must do so by contacting the Administrative Services no later than seven (7) consecutive calendar days from their knowledge of the corrective action. This process includes steps culminating with a review by the President.

2.3. Alleged Workplace Discrimination or Harassment

- 2.3.1. The University is committed to creating and fostering a positive and productive work environment for all of its employees. In keeping with this commitment, the University has strict policies against workplace discrimination and harassment against any individual on the basis of race, color, religion, sex/gender, national origin, age, or mental or physical disability.

2.3.2. The University strongly encourages all employees who have experienced, witnessed, or have knowledge of any form of discrimination and/or harassment to report it immediately to their immediate supervisor, a member of the management team, or Administrative Services. Once an alleged violation is reported, whether it is reported to the employee's immediate supervisor, another member of the management team, or Administrative Services, Administrative Services is responsible for conducting a prompt internal investigation and formal review in keeping with University policy.

2.4. Retaliation/Discrimination

2.4.1. No employee is to suffer retaliation or discrimination in response to the use of or participation in Problem Solving Procedure. Employees are expected to contact the Vice President, Administrative Services to report any alleged retaliatory or discriminatory acts so that these concerns can be properly addressed.

2.5. Request for Exceptions

2.5.1. Policy is to provide basic information and general guidance regarding Problem Solving Procedure for University employees. This policy cannot anticipate every situation or answer every question about the Problem Solving Procedure. Therefore, to retain the necessary flexibility to administer this policy, the University reserves the right to modify, change, suspend or cancel at any time with or without written notice, any or all of this policy as circumstances may require. Requests for exceptions to this policy must be submitted in writing, reviewed by the Vice President, Administrative Services, and approved by the President at the time the request is made.

3. Definitions

3.1. None.

4. Procedure

4.1. None.

5. Related Information

5.1. Faculty and Staff Due Process