

January 15, 2009

To assist employees in addressing and resolving problems in a non-adversarial and timely manner, Colorado Mesa University has established a process that complies with the State of Colorado Personnel Board Rules.

1. An employee must initiate the grievance process within 10 days of the action or occurrence being grieved; or within 10 days after the employee has knowledge of, or reasonably should have knowledge of, the action or occurrence.
  - a. To initiate the grievance process, the employee shall notify his/her supervisor to initiate an informal discussion to attempt to resolve the grievance. Either the employee or the supervisor may request the participation of the second-level supervisor in the informal discussion.
  - b. An informal discussion will be held to attempt to resolve the grievance.
  - c. The employee shall be informed in writing of the decision within seven (7) days after the discussion. If a timely decision is not made, the employee may proceed to the next step of the process.
  - d. The decision reached at the informal stage shall be binding on the parties, unless the employee elects to proceed to the formal written process.
2. The employee has five (5) calendar days after the receipt of the informal decision or five (5) calendar days from the date the informal decision was due, if none received, to initiate the formal grievance process.
  - a. The formal grievance must be in writing, signed, and submitted to the university's appointing authority before the close of business (5:00 p.m.) of the 5<sup>th</sup> day.
  - b. The Appointing Authority for Colorado Mesa University classified employees is the Vice President of Finance and Administration.
  - c. Only issues set forth in the written grievance will be considered. All issues must have been discussed with the supervisor in the informal meeting.
3. The appointing authority will issue the final response to the grievance. The appointing authority may appoint an objective person or panel to make recommendations, or may delegate the decision.

- a. The process is deemed completed upon issuance of Appointing Authority's decision.
  - b. The Appointing Authority's decision must be in writing and issued within 30 days of receipt of the written grievance.
  - c. The final written grievance decision must notify the employee of the right to appeal the final decision, including the time frame for such an appeal, and the Board address and telephone and fax number for filing the appeal.
  - d. The final decision of the Appointing Authority is binding unless the employee pursues it to the Board.
  - e. If a final decision is not issued in a timely manner the employee may pursue the grievance with the Board.
4. Any of the time frames for completion of the grievance process may be modified upon mutual agreement of the parties, including deferral of action to allow the parties a chance to resolve the issue.
  5. The employee has 10 days to file a petition for hearing with the Board after receipt of the final department decision, or after expiration of 30 days of initiation of the written grievance process or any extension period granted by the Board. The original written grievance and the College's final decision shall be attached to the petition for hearing. A copy must be provided to the Appointing Authority.