



MOLLOY UNIVERSITY

Policy # HR.412
Grievance Procedure and Right of
Appeal
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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GRIEVANCE PROCEDURE AND RIGHT OF APPEAL

If an employee has a problem with the interpretation of Molloy University's policies, working conditions, their supervision or the actions of a fellow employee, he or she may initiate the following procedure:

Step 1

The employee should notify their supervisor immediately. Most difficulties can be settled promptly at this time.

Step 2

If the problem is not resolved to the employee's satisfaction, he or she and, if desired, a co-worker of their choice, may meet with the department head within seven (7) working days and explain the situation. The employee can submit the problem to the department head in writing, if he or she prefers. The Department Head must respond in writing within two (2) working days.

Step 3

If the employee is not satisfied with the department head's response, the employee may present the problem to the Assistant Vice President for Human Resources either verbally or in writing within five (5) working days of the department head's response. The decision of the AVP must be made within five (5) working days.

Step 4

If the issue is still not resolved to the employee's satisfaction, the employee may present the problem in writing to their Vice President within ten (10) working days of the Assistant Vice President for Human Resources decision.

An employee, who for good reason does not wish to present his/her complaint to his/her supervisor or department head, should immediately request an appointment with the Assistant Vice President for Human Resources as set forth in Step 3 above (bypassing Steps 1 and 2 of the procedure). If the employee feels that the response is unsatisfactory, the grievance may be taken to Step 4.

A meeting will be scheduled for the employee with the Vice President to discuss the problem and review the facts of the situation. If desired, the employee may invite a co-worker of their choice to attend this meeting.

Following an investigation, the Office of the Vice President will render a final and binding decision.