

PROPOSED

Florida Atlantic University

**Regulation 5.009      Grievance Procedure**

(1) GRIEVANCE POLICY STATEMENT

(a) Florida Atlantic University encourages a pro-active, collegial work environment in which employees have the opportunity to discuss and resolve work related concerns with the appropriate supervisor. In those cases where an employee has an unresolved dispute concerning that employee's terms or conditions of employment, the employee may choose to file a grievance. The purpose of this Regulation is to set out a procedure for the investigation and resolution of grievances filed by instructional and research faculty; administrative, managerial and professional staff; and support personnel employees, at Florida Atlantic University who are not subject to the terms of collective bargaining agreements.

(b) Job-related problems should be resolved, whenever possible, before the filing of a grievance. Open communication and informal resolution



the satisfaction of both parties. The Step One Representative shall notify the grievant in writing of the decision.

2. Step Two – If the grievant is not satisfied with the Step One decision, the grievant may request in writing that the grievance proceed to Step Two. This request must be made within 7 days of the date of the Step One decision. The Step Two Representative shall be the appropriate Vice President or Associate Provost or their designee. The Step Two Representative shall schedule a conference, to be held within ~~7~~10 days of the written request, with the grievant, and any other persons believed to be necessary to the equitable settlement of the grievance. The Step Two Representative will endeavor to settle the dispute and will notify the grievant of the Step Two decision in writing within 7 days of the conference. The Step Two decision is final and binding upon the parties.

3. Submit rebuttal evidence.
4. Be represented by counsel.

The President or the President's designee shall issue a decision within 15 days of the conclusion of the hearing, which shall be final and binding.

(d) The employee may submit a written statement to be placed in his/her personnel file at the conclusion of the grievance process and is entitled to all other rights provided by applicable law.

*Specific Authority: Article IX of the Florida Constitution, Florida Board of Governors Resolution dated January 7, 2003, 1001.706 FS., 1001.74(5) FS. History—New 7-6-81, Formerly 6C5-5.011, Amended 11-11-87, 11-9-05, 3-15-06, 3-18-09.*