

1. Title

Grievance

2. Policy

Sec. 1 Policy Statement. It is the policy of The University of Texas System Administration to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship and to meet the applicable requirements of State and federal law. No employee will be penalized or disciplined for pursuing a grievance or for aiding another employee in the presentation of a grievance, provided such action is taken in good faith. Also, no employee will incur retaliation for reporting issues or events of noncompliance to the U. T. System Administration compliance hotline.

Sec. 2 Purpose. This policy establishes procedures for employees of the U. T. System Administration to bring complaints to the attention of management.

Sec. 3 Scope of Policy.

3.1 This grievance procedure is available to all employees, including probationary, temporary, and those hourly or per diem employees who work on an as-needed basis, with the exception of faculty, teaching staff, students employed in positions that require student status as a condition for employment, and commissioned/uniformed employees of the U. T. System Police who are subject to another grievance policy.

3.2 This procedure does not apply to decisions or actions that are reviewable pursuant to procedures provided by the Board of Regents' *Rules and Regulations* or the policies of the Board of Regents or other approved policies or procedures of the U. T. System.

3.3 This grievance procedure is available for the complaint of an employee concerning wages, hours of work, working conditions, performance evaluations, merit raises, job assignments, reprimands, the interpretation or application of a rule, regulation, or policy; or allegations that the termination of a probationary, temporary, hourly, or per diem employee who works on an as-needed basis was for an unlawfully discriminatory reason.

3.4 A complaint pursuant to a possible violation of Equal Employment Opportunity policy or Sexual Harassment/Sexual

Misconduct policy should be handled in accordance with those policies and procedures.

- Sec. 4 Personnel Files. The written complaint and all decisions or responses regarding the complaint will be a part of the personnel file of the employee.
- Sec. 5 Procedures.
- 5.1 Informal Complaint. The employee should present the complaint to the supervisor or administrative official for discussion, consideration, and resolution within five workdays from the date of the action that is the subject of the grievance, or within five workdays of when the employee first became aware or should have become aware of the action being grieved. If the supervisor is the subject of the complaint, the employee may address the complaint to the appropriate department head or administrative equivalent.
- 5.2 Formal Complaint. If the complaint is not satisfactorily resolved by the supervisor or administrative equivalent within five workdays, the employee may present the complaint in writing within five workdays to the appropriate department head or administrative equivalent for consideration and action. The written complaint should be clearly identified as a grievance, contain a concise statement that explains the specific complaint, and contain the employee's recommendation for attaining a sufficient remedy of the complaint. A written decision will be provided to the employee within five workdays of receipt of the complaint.
- 5.3 Appeal. If the employee is not satisfied with the decision of the department head or administrative equivalent, a written appeal stating why the decision on the formal complaint is incorrect must be received by the appropriate director or administrative equivalent within five workdays of the decision. Within 10 workdays of the date of receipt of the appeal, a written decision will be provided to the employee.
- 5.4 Final Appeal.
- (a) Complaints not satisfactorily resolved by the director or administrative equivalent may be appealed in writing to the appropriate Vice Chancellor or Executive Vice Chancellor or administrative equivalent for the employee's department

within five workdays of the date of appeal decision. The appeal shall state why the appeal decision is not correct.

(b) Within a reasonable time, not to exceed 30 calendar days following receipt of the complaint, a written decision will be provided to the employee. This decision is final.

5.5 Documents Relating to Grievance. All documents relating to the grievance will be forwarded to the Office of Employee Services for inclusion in the employee's personnel file.

3. Definitions

System Administration Compliance Hotline - a toll free number (1-877-217-2426) that is operated 24 hours a day, 365 days a year by trained professionals. Employees may anonymously report issues or events regarding noncompliance on the hotline.

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

[Board of Regents' Rules and Regulations, Rule 30602](#)

6. Who Should Know

All employees of U. T. System Administration

7. System Administration Office(s) Responsible for Policy

Office of Employee Services

8. Dates Approved or Amended

February 1, 2006
February 8, 2010
August 4, 2011

9. Contact Information

Questions or comments about this policy should be directed to:

- bor@utsystem.edu