

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

PS 278  
Page 1 of 3  
Effective: July 1, 2016

---

SUBJECT: GRIEVANCE PROCEDURE

---

**PURPOSE:**

To establish a procedure for the resolution of grievances for professional employees, those employees designated as “other academic” and classified employees.

**DEFINITIONS:**

Classified Employee: those employees covered by the provisions of the State Civil Service guidelines. Also referred to as “Civil Service” employees.

Professional Employee: refers to administrative officers and professional staff as well as all employees exempt from the classified service. Employees in this category are sometimes referred to as “unclassified”.

GENERAL POLICY

A professional, other academic or classified employee who is seeking a solution concerning issues arising from working conditions, employment practices, and interpretation of policy and/or procedure may file a grievance pursuant to this policy statement. This policy does not apply to faculty. Employees who feel they are being discriminated against because of race, color, sex, ethnic origin, religion, age, creed, marital status, veterans’ status, disability or sexual orientation also have a right to file a complaint in accordance with the Policy Statement on Affirmative Action and Equal Employment Opportunity (PS 222) or Sexual Harassment (PS 224). Any University official receiving a grievance alleging discrimination shall refer the matter to the Office of Human Resource Management (HRM). Should an employee file a grievance alleging discrimination pursuant to this policy statement and a complaint with HRM, or if the complaint is received by HRM, the matters will be consolidated for review by HRM. Such complaints will initially be reviewed at this policy statement’s Step 2 Level and in accordance with PS 222.

While the University recognizes the employee’s right to file a grievance, the employee is strongly encouraged to discuss his/her concerns with the immediate supervisor and/or department head before filing a grievance. Many issues can be resolved informally at the supervisory level without the need for a formal grievance.

**ISSUES WHICH ARE NOT GRIEVABLE**

The following actions are not grievable under this policy:

1. Termination, non-renewal of contract or appointment or layoff.
2. Actions within the exclusive jurisdiction of the State Civil Service Commission such as actions which impact pay, or pay issues, suspension with or without pay, reduction in pay, denial of merit increase, demotion, or position classification.
3. Disciplinary action.

4. Performance evaluations (Unclassified and Classified may submit a rebuttal to HRM).
5. Non-selection for a position.

#### STEPS IN THE GRIEVANCE PROCEDURE

Step 1: The employee must present the written grievance to his/her supervisor or department chair/director within five (5) working days of the date of the alleged grievable act. Any complaint alleging discrimination shall be referred to HRM for review in accordance with this policy statement. The department chair/director may meet with the employee and shall provide a written response in five (5) working days after receipt of the grievance.

If the grievance involves the employee's department chair/director, and the employee does not feel comfortable presenting the written grievance to the department chair/director, the employee may begin Step 1 by contacting HRM. HRM may then delegate Step 1 to the most appropriate Vice Chancellor or administrator.

Step 2: If the employee is not satisfied with the decision at Step 1 of the grievance procedure, the employee may appeal in writing to HRM within five (5) working days after the receipt of the response from the supervisor. The second step appeal must state why the employee disagrees with or rejects the Step 1 decision and the supervisor shall be provided a copy of this appeal.

The HRM representative will contact the employee as soon as possible, but no later than seven (7) working days, after receipt of the appeal, to schedule an investigation of the grievance, which may include a hearing.

The HRM representative will notify the grievant and his/her supervisor of her/his decision in writing within five (5) working days following the date of the hearing. A grievance alleging discrimination will be reviewed pursuant to PS 222 and/or PS 224.

Step 3: If the employee is not satisfied with the decision at Step 2 of the grievance procedure, the grievant may appeal in writing to the Office of the Chancellor within five (5) working days after receipt of the HRM decision. The Step 3 appeal must include the reasons why the employee disagrees with the Step 2 decision.

After reviewing the grievance file, the Chancellor or his/her designee shall, within ten (10) working days after receipt of the appeal decide the appeal. Written notice of the decision will be given to the employee, HRM, and the supervisor.

#### FORM

Copies of the official form are available from HRM.

#### TIME LIMITS

Time limits set out in this policy should be followed. Failure to adhere to the time limits shall result in the employee waiving all rights, under the grievance procedure for the issue(s) raised in the grievance. Failure of the supervisor or HRM to adhere to the time limits or provide notice in writing of additional time needed to respond to the employee will authorize the grievant to move to the next step of the grievance procedure. However, the time limits described in this policy may be suspended, extended, or altered by the Chancellor or his/her designee.

