

5.m.2 Staff Grievances

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.m.2	Latest Revision	Dec - 2023
Title of The Policy	Staff Grievances	Next Review	Dec - 2024
Responsible Entity	Staff Grievances Standing Committee	Policy Pages	1
Definitions	<p>Informal Reporting: Verbal discussion between two parties.</p> <p>Formal Reporting: Reporting in writing is considered as formal reporting.</p>		
Purpose	<p>The purpose of this policy is to establish the right of staff members to submit grievance against the University or its employees according to proceedings set forth by the University.</p>		
Scope	<p>This Policy shall be applied to all administrative staff.</p>		
Statement	<p>Grievance refers to any concerns raised by an admin member, against AAU or its employees.</p> <p>At the beginning of the Academic Year, the Deans Council forms a Grievance Committee whose mission is to consider grievances by an admin member against the University or its employees.</p>		
Procedures	<p>This section outlines the procedures by which the staff may raise any concerns related to the work. These concerns can be any of the following in nature:</p> <ul style="list-style-type: none"> • Concerns related to individual work relationship in the university. • Concerns related to working conditions/situations. • Concerns related to employment terms and conditions. <p>Grievance by an admin member against the University or its employees is governed by the following procedures:</p> <ul style="list-style-type: none"> • An admin member should first work informally with his immediate supervisor to resolve the matter. If the informal procedure does not resolve the grievance, the admin member may initiate the formal grievance procedure. • The admin member must submit a written grievance statement to the immediate supervisor of the person whose action is the basis for the grievance. • Upon receiving the grievance statement, the “Staff grievance” committee will investigate and resolve the grievance. The admin member will receive, a written decision, within ten days. • In case the employee is not happy with the decision, further appeal can be made within two week. 		
Recent Changes			