



UNIVERSITY OF  
NORTHERN  
COLORADO

*Office of Human Resource Services*

**MEMORANDUM**

DATE: June 22, 2015

TO: All Classified Employees

FROM: Human Resources

SUBJECT: Internal Complaint/Grievance Process Effective July 1, 2005 – Updated

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The University will adhere to the following in investigating complaints from Classified Employees in accordance with state Personnel Rules and Administrative Procedures 8-8. The grievance process is designed to address and resolve problems, not to be an adversarial process. All parties involved are encouraged to utilize alternate dispute resolution techniques.

1. An employee must initiate the grievance process within 10 days of the action or occurrence being grieved; or within 10 days after the employee has knowledge of, or reasonably should have knowledge of, the action or occurrence. To initiate the grievance process, the employee shall notify the supervisor of the complaint. An informal discussion will be held to attempt to resolve the grievance. The employee shall be informed in writing of the decision within 7 days after the discussion. If a timely decision is not issued the employee may proceed to the next stage of the process.
2. The decision reached at the informal stage shall be binding on the parties, unless the employee elects to proceed to the formal written process. The employee has 5 days after receipt of the informal decision to initiate the formal process. The formal grievance must be in writing and submitted to the appointing authority (Director of Human Resources or designee.) Only the issues set forth in the written grievance shall be considered thereafter. The appointing authority may appoint an objective person or panel to make recommendations, or may delegate the decision. The process is completed upon issuance of a final decision by the appointing authority, which must be in writing and issued within 30 days of the initiation of the grievance process. Any of the time frames for completing of the grievance process may be waived or modified if agreed to by both parties. The final decision is binding unless the employee pursues it to the State Personnel Board. If a final decision is not issued in a timely manner, the employee may pursue the grievance with the State Personnel Board.

3. The employee has 10 days to file a petition for hearing with the State Personnel Board after the receipt of the University's decision, or after expiration of 30 days of initiation of the written grievance process or any extension period granted by the board. The original written grievance and the University's final decision written by the appointing authority shall be attached to the petition for hearing. A copy must be provided to the appointing authority or designee who made the University's final decision.
  
4. An employee may be represented by any person of the employee's choice at any step(s) of the grievance process. That person may participate and speak for the employee. The employee is expected to participate in the discussion during the grievance process.

If you have any questions concerning this process, please call Human Resources at 351-2718.