

DISCRIMINATION GRIEVANCE POLICY

An employee who has a discrimination complaint should first try to resolve the matter on an informal basis with appropriate project personnel. Every effort should be made to achieve informal resolution. If informal resolution cannot be achieved, a formal grievance may be filed within ten working days after the informal decision of the project personnel.

Processes for filing a formal grievance are as follows:

1. Formal grievance shall be presented in writing to the Project Director, with a copy sent to the HSU Sponsored Programs Foundation Management, Siemens Hall, Room 210, HSU, Arcata, CA 95521.
2. The project director will reach a written decision within ten working days. Failure of the employee to file further written appeal to the project director's formal decision will constitute a termination of the grievance. Failure of the project director to issue a written decision within the ten working day period will entitle the employee to present within ten working days the written grievance to the next higher administrative level (this will usually be the Dean level).
3. When formal grievance is presented in writing to the administrative level above the project director, ten working days are provided for a formal decision. Failure to exercise further written appeal within ten days after the second formal decision will constitute a termination of the grievance. If a written decision is not rendered within ten working days at the second level of review or if the employee wishes to further appeal the written decision, the employee has ten working days to submit the grievance to HSU Foundation Management.
4. HSU Sponsored Programs Foundation Management and the Chair of Humboldt State University Foundation's Personnel Committee shall have ten working days to render a written decision. The decision shall be final and binding.

At any level of review, the time periods may be extended to a specific date upon mutual consent of the employee and the reviewers) concerned.

While this grievance procedure primarily exists to hear discrimination complaints, it can be used for other work-related grievances.