



Purpose and Scope

Clark encourages employees and managers to resolve any employment-related disputes on an informal basis. Clark recognizes that not all disputes can be resolved informally and has established the procedures set forth below to deal with some of those issues. No employee will be retaliated against because they have sought resolution of a problem through the grievance procedures.

Procedures

It is important that employees are treated fairly and receive prompt responses to problems and concerns. For this reason, the University provides a personnel grievance procedure to promote prompt and responsible resolution of issues raised by faculty, staff and administrators. This procedure may be used freely without fear of retaliation, and the Office of Human Resources is available to assist throughout the procedure. The process outlined below should be used if an employee believes that a grievance exists. If a grievance involves Harassment and Discrimination, Sexual Harassment and/or Discrimination, reference to those policies should be made to initiate a complaint. When unsure which policy applies, contact should be made with the Director of Human Resources or the Chief Officer of Diversity and

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outlining the issues presented by the grievance and addressing the relief or remedy being sought. Within fifteen (15) working days after completion of the hearing, the Director of Human Resources will provide a written decision to all concerned parties and that decision shall be final.

If the grievance alleges a violation of the Harassment and Discrimination policy, the Director of Human Resources will consult with the Chief Officer of Diversity and Inclusion before finalizing the decision. If the Director of Human Resources and the Chief Officer of Diversity and Inclusion do not agree on the outcome of the grievance, they will present the issue to the President, who will decide how to respond to the grievance.

GENERAL POLICIES CONCERNING GRIEVANCES:

The time limits above are subject to modification. Parties will be notified of any anticipated changes to the time line. The Executive Vice President shall have final authority to resolve any disputes regarding the implementation of this Complaint Procedure, including determination of the appropriate decision makers.

Any decision made as a result of a formal grievance will apply only to the employee who submitted the grievance and will not serve as a precedent for establishing or changing any policy or procedure.

Employees are expected to exhaust the remedies available to them through the University personnel grievance procedures prior to instituting any proceedings regarding the subject matter of the grievance in any state or federal court or agency. If, prior to or subsequent to commencing a complaint under the personnel grievance procedure, a complainant files a related claim with a state or federal court or agency, Clark reserves the right to discontinue the personnel grievance proceedings if, in its judgment, it determines that continuation either will not conclude the case or will be unnecessarily duplicative.

