



Policy # 53023

FILING A GRIEVANCE

Effective Date: January 15, 2018

Revised Date: May 5, 2022

Responsible Office: Office for Civil Rights and Title IX

Division: Operations

I. PURPOSE/OBJECTIVE

To comply with state and federal laws providing for equal employment opportunity, equal education opportunity and affirmative action without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other non-merit factors.

II. STATEMENT OF POLICY

Grambling State University (GSU) is committed to its policy of complying with state and federal laws. The Office of Civil Rights and Title IX will investigate and respond to employee grievances alleging discrimination related to a protected class (i.e., because of sex, race, age, color, religion, and national origin) sexual harassment, retaliation, allegations and alleged violations of Equal Employment Opportunity Commission Laws. All other employee related grievances may be referred to Human Resources for resolution. Employees may reference the employee handbook for more information on the grievance procedure. Any organization may have conditions that lead to dissatisfaction and misunderstanding among employees. When employees believe they have been treated unfairly, their attitude and their work may be affected. Through the grievance procedure, the University has provided a means to address these problems so employee morale and efficiency may be maintained at the highest level possible.

This policy is maintained on the University campus including but not limited to the Human Resources Department and the campus website.

III. APPLICABILITY

This policy shall comply with related UL System Memoranda, and in accordance with Federal and State laws and related guidelines of the Equal Opportunity Employment Commission. Additionally, this policy is intended for use when dissatisfaction arises in a day-to-day relationship between employees or between an employee and his supervisor(s).

A. Processing the Grievance

The [University Grievance Form](#) is to be used when employees cannot settle a complaint/grievance at the informal stage. The form must be thoroughly completed, and the instructions must be adhered to.

IV. REVISION/REVIEWED

May 5, 2022