

Shawnee State University

POLICY TITLE:	CONCERN RESOLUTION FOR ADMINISTRATORS
POLICY NO. :	4.69 REV
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EFFECTIVE DATE:	09/11/15
NEXT REVIEW DATE:	09/2018
RESPONSIBLE OFFICER(S):	VPF&A/DIRECTOR OF HUMAN RESOURCES
APPROVED BY:	BOT

- 1.0 It is important at Shawnee State University to provide all employees with an opportunity to resolve concerns they may have about their roles, working conditions, application of University policies, and other matters. The University encourages open communication between employees and supervisors.
- 2.0 This policy applies to Administrative Staff (Administrators / ATSS) only. Matters such as discrimination and harassment will be addressed through other university policies. Administrative employees may have their concerns addressed through both informal and formal processes described in the related procedure. Administrators with supervisory responsibility at all levels of the University will make reasonable efforts to resolve the concern in a timely manner.
- 3.0 Administrative employees have the right to disagree with a University process or decision, but that does not automatically mean the process or decision is unreasonable, unfair, or discriminatory; disagreement also may not change the decision or the process.
- 4.0 No employee will be retaliated against for using the University's concern resolution process in good faith.

History

Effective: 06/18/93

Revised: 09/11/15; 08/11/00

Applicable Procedures: [4.69:1 Concern Resolution for Administrators](#)