



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
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Applies to:	Marshall University Research Corporation (MURC)
Title:	Grievance Procedure
Number:	13
Effective Date:	10/01/06
Last Revision Date:	

It is the policy of Marshall University Research Corporation (MURC) to provide a grievance procedure that employees may utilize in an effort to resolve what the MURC employee considers to be a misapplication of a policy, improper or unfair treatment by supervisors or others, status and standing as an employee, or other significant conditions of employment. MURC encourages a process of consulting with the supervisory chain in an effort to resolve the problem prior to filing a grievance. MURC supervisors and managers are required to review carefully complaints raised by employees and to make an attempt to resolve those in a fair, efficient, and economical manner and possibly prevent or make unnecessary the filing of a grievance. MURC supervisors and managers may not take any reprisal against an employee for raising an issue such as those set forth above and may not impose any discrimination against an employee for doing so.

If attempts by either the employee or his/her levels of supervision to solve the problem have proven unsuccessful, the affected MURC employee may file a formal grievance. A formal grievance must be filed within ten (10) working days of (a) the date the event or situation argued to be unacceptable occurred; (b) the date the employee became aware of it; or (c) the date that the last attempt to resolve the question on a pre-grievance basis was unsuccessful according to the employee.

Grievances must be written and must contain as a minimum the following items of information: (a) a statement of the exact issue that is raised in the grievance; (b) the date that the issue (event) occurred, the date the employee became aware of the issue, or the date of the last attempt to resolve the question on a pre-grievance basis; (c) the person or office from which the employee seeks relief; and (d) the exact relief sought.

There are two levels in the MURC grievance procedure:

First Level: The grievant will schedule a conference with his/her immediate supervisor to discuss the nature of the grievance and the relief sought. Following the meeting, the immediate supervisor will issue a decision at the first level to the grievant in writing.

Second Level: If the grievant finds the response from the First Level to be unacceptable, he/she may appeal the grievance to the Second Level which is an appeal to the Executive Director, MURC. The Executive Director will appoint an individual who will review the grievance and who will schedule a conference with the grievant and his/her immediate supervisor. The individual appointed to review the grievance for the Executive Director may be an employee of MURC or may be an individual from the community. The appointed individual will, after reviewing the grievance and listening to the arguments presented by the employee and his/her immediate supervisor in the conference, write a decision on the grievance and convey that decision to the Executive Director. The Executive Director will convey to the grievant the decision at the Second Level.

The appropriate administrative office at MURC will preserve all relevant files related to the grievance for a period of three years following the date of final action on the grievance.

A MURC employee may have one other MURC employee of his/her choosing accompany him/her in the conferences at First Level and Second Level. MURC management will authorize a reasonable and prudent amount of time for the grievant and an employee assisting the grievant to assemble and prepare materials related to the grievance and to participate in the conferences at First Level and/or Second Level.

If a MURC employee believes that he/she was exposed to reprisal or discrimination as a result of filing a grievance, he/she may contact the Director, Human Resource Services at the address shown at the top of this policy who will review the matter and make a recommendation to the Executive Director, MURC, as to whether in his/her opinion the employee filing a grievance was or was not treated in a manner free of reprisal or discrimination.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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