

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Employee Grievance Policy

TIU POLICY #: P-302

STATUS: Approved, December 2008
Updated, June 2015

I. PURPOSE:

To specify policy for providing an avenue for employees of Trinity International University (University), including part-time and temporary employees, to communicate any grievances pertaining to work-related issues.

II. SCOPE:

This policy applies to all University employees and extends to the following areas of concern:

- A. Communicating frustrations with work-related issues;
- B. Reporting concerns regarding ethical or illegal conduct (for issues falling into this category, employees should refer to the University [Whistleblower Policy](#) for possible application).

III. POLICY:

A. Description

Trinity International University strives to be good stewards of all resources, including personnel. Our ongoing goal is to provide open channels of communication that will help mitigate any difficult work-related issues. However, situations may arise that require additional effort in resolving differences. Both the employee and the University benefit when the University responds to grievances promptly and fairly. This policy is intended to provide a recommended framework for that process.

B. Communication

In most cases, grievances should be addressed first to the employee's supervisor. However, if the employee is not comfortable speaking with the supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with Human Resources. If the employee is uncomfortable pursuing either of these two avenues for any reason, and the situation involves allegations of ethical or illegal conduct, the University has designated a Whistleblower Compliance Officer (see [Whistleblower Policy](#)).

The anonymity of an employee expressing a grievance will be safeguarded to the extent possible.