



## RUTGERS POLICY

**Section:** 60.3.1

**Section Title:** HR/Non-Academic Employees

**Policy Name:** Special Grievance Procedure for Specific University Staff Employees

**Formerly Book:** 3.5.12

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 1981

**Revisions:** 12/1991; 12/9/2004; 6/30/2006; 5/5/2008; 11/9/2009 (Updated titles), 9/9/2013 (Updated title and Section 3)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
The special grievance procedure is available for use by specific regularly appointed staff employees who do not otherwise have access to a grievance procedure such as that outlined in University Policy 60.4.4 or a specific union grievance procedure.
2. **Reason for Policy**  
To provide a grievance procedure for staff employees not eligible under University Policy 60.4.4, Problem Solving Procedure for Managerial, Professional, Supervisory, and Confidential Personnel Eligible for the Administrative Assembly
3. **Who Should Read This Policy**  
This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.
4. **Related Documents**  
None
5. **Contacts**  
University Human Resources  
Office of Labor Relations and Consulting Services, 848-932-3020

## 6. The Policy

The following grievance procedure is available for use by specific regularly appointed staff employees who do not otherwise have access to a grievance procedure including the following:

- managerial, Professional, Supervisory and Confidential employees who are ineligible for the Administrative Assembly;
- police recruits;
- confidential clerical employees;
- regular employees ineligible for bargaining units by reason of part-time appointments; and
- others who may be so designated by the Vice President for Faculty and Staff Resources.

This procedure excludes probationary, student, casual, and temporary employees, as well as those who serve at the pleasure of the Board of Governors or the President, those who are employed by the university under the terms of special-purpose institutional grants or contracts or individually negotiated employment contracts and those who have access to any other grievance procedure.

A grievance under this procedure is defined as a claimed violation of university policy relating to terms and conditions of employment of the grievant. It may also be used to appeal disciplinary actions. Whether or not pursued, this procedure shall constitute the full and exclusive right and remedy for any and all such claims by such personnel.

In processing a grievance under this procedure, employees may solely have the assistance of a university administrative staff member of their choosing to help present their case. However, in the interest of solving problems in an informal manner, such an administrative staff member may not be an attorney nor may a faculty or staff member who is an attorney serve in this representative role.

To be valid, a decision of a hearing officer must be within the extent of his or her authority.

The grievance shall be processed as follows:

- Step 1. An employee claiming such violation should present the grievance in writing within ten (10) days ("days" as defined as working days) following the event that gave rise to the grievance. The grievance should be presented to the first level of supervision having authority to affect a remedy; in most cases this will be the immediate supervisor. If a meeting is necessary, the supervisor will arrange for such a meeting within five (5) days if a meeting is necessary, but in any case will respond to the grievant in writing within ten (10) days of receipt of the written request unless there is a mutually agreed upon extension. The written decision made at Step 1 shall be considered a binding and final settlement if not appealed by the staff member to the next succeeding Step within the procedural time limits set forth in Step 2 below, or mutually agreed upon extensions.
- Step 2. If the grievant is not satisfied with the result at Step 1, he or she may, within five (5) days of receipt of the Step 1 answer, send a written request for a hearing to the Vice President for Faculty and Staff Resources along with a copy of the Step 1 answer. Within ten (10) days of receipt of the request, a second step hearing will be arranged to be held before an appropriate university representative. The university representative will give his or her answer in writing within ten (10) days following such meeting. This final answer will be binding.