



Employee Relations Guideline

Definition:

Defines the guidelines for employees to resolve employee relations issues

Purpose:

Designate the guidelines for resolution of employee relations concerns; it is the University's philosophy that open communication facilitates an environment of working together to accomplish goals and objectives

Scope:

Applies to all University employees

Forms:

None

Responsibility:

Human Resources

Procedure:

Employees of Mansfield University who feel they are being treated improperly or who would like to voice a work-related problem or concern are invited to do so.

Because most work-related problems should be resolved routinely through direct informational exchanges between employees and managers/supervisors, employees should first discuss the situation thoroughly with the immediate manager/supervisor. The manager/supervisor should make a good faith effort to resolve any problems.

If an employee feels the issue hasn't been satisfactorily resolved, or does not feel comfortable talking with the immediate manager/supervisor, he/she should contact the next level manager. If the response is still unsatisfactory the employee may present concerns to the next level of management or Human Resources, progressively on up to the President.

The matter may be resolved at any step of the process; however, it is very important for employees to attempt to resolve problems with the manager/supervisor.

Distribution:

Human Resources web site

Implemented April 1, 2008