

Grievance

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON GRIEVANCE
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
REVISED	

Process and Procedures

The policy is intended to provide an avenue for resolution of conflicts at the lowest possible level. Attempted resolution may be addressed through the Grievance/Disciplinary Review Process, if applicable.

A grievance or disciplinary review will be available to handle claims that a person has been

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HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE RELATIONS GRIEVANCE

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Ensure compliance with policy; provide guidance and advice to campus Chief Human Resources Officers on appropriate grievance hearing processes.	404-962-3235 usghr@usg.edu
Institution Chief Human Resources Officers	Ensure compliance with policy; establish institution specific grievance hearing procedures.	See University System HR Officer Listing
Chief Legal Affairs Officer, USG	Serve as a resource for the Vice Chancellor for Human Resources and campus Chief Human Resources Officers, providing advice and guidance on application of policy and appropriate hearing processes.	404-962-3255 dsglegal@usg.edu
Institution Chief Legal Affairs Officer		