

Dispute Resolution Procedures

Problems should be discussed first with the immediate supervisor. The second step to be taken, if no resolution has occurred, is to refer the matter to the next higher level of supervision. If dissatisfied with these results, the employee should present his/her problem in writing to the Human Resources Office and ask for a meeting with the Director of Human Resources. If there is still no employee satisfaction at this level, the Human Resources Office will take the employee's problem to the appropriate Vice President or the President for a final decision.