



POLICY MANUAL

GENERAL

Number 321

Subject: Employee Rights

Date of Origin: January 24, 1997

321.1 POLICY

All employees have a right to work in an environment free from mistreatment intended to demean, impugn, or harass. The University prohibits mistreatment of its employees by supervisors, administrators, faculty, coworkers, and students.

Employees violating this policy are subject to disciplinary action ranging from a written warning to termination of employment depending on the seriousness of the offense.

For questions regarding sexual harassment, please refer to the University's Sexual Harassment Policy (339). For behaviors in violation of protections afforded by federal law, refer to the AA/EO Policy (303).

321.2 PROCEDURES

2.1 Identification of Mistreatment

Mistreatment occurs when an employee is the subject of actions of another employee or group of employees that have no work or business basis; demean, intimidate, harass or disrupt the employee; and are reoccurring.

2.2 Resolution Procedure

Employees should first attempt to resolve problems involving mistreatment within their own areas by meeting with the appropriate administrator, who can effectively determine the nature and extent of the problem and initiate effective resolution. If an employee does not feel comfortable in contacting the administrator(s) within his/her administrative area, the employee may contact the Office of Human Resources who will meet with the employee and then initiate an appropriate informal process to determine the nature of the

problem and appropriate resolution. The Office of Human Resources works as a mediator in resolving issues and does not exercise any formal controls or sanctions.

If the problem is not resolved through the above processes, the employee may exercise his/her rights under the appropriate grievance process as outlined in policy 325.

321.3 RESPONSIBILITY

3.1 University Administrators

It is the obligation of all University administrators to guarantee the rights and dignity of employees. If an administrator becomes aware of a situation within his/her area that violates this policy, the administrator should make every effort to resolve the problem first on an informal basis. If informal processes fail, then formal disciplinary procedures should be utilized.

3.2 Employees

Employees have an obligation to recognize and respect the rights of coworkers, supervisors, and the University. Employees are responsible for responding to perceived harassment according to the guidelines in this policy. For assistance, employees should contact their supervisor or the Office of Human Resources.