

## **Student Employment Grievance Procedure**

### **I. General Procedure**

A student employee who is seeking a solution concerning issues arising from working conditions, employment practices, and interpretation of policy and/or procedure may file a grievance. Employees who feel they are being discriminated against because of race, color, sex, ethnic origin, religion, age, creed, marital status, veteran's status, disability or sexual orientation also have a right to file a complaint in accordance with Policy Statement on Equal Opportunity (PS-1) or Sexual Harassment (PS-95) or any other applicable policy. Any University official receiving a grievance alleging discrimination shall refer the matter to the Office of Human Resource Management (HRM).

### **II. Support Through the Grievance Process**

Support in navigating the grievance process is provided by the following offices:

The LSU Ombuds Office serves all students and employees on all LSU campuses. The Ombuds Office is a safe and confidential place to discuss your concerns and seek assistance and guidance for resolving conflict and improve the quality of your experience at LSU. The Ombudsperson is confidential, impartial, independent, and informal. The Ombudsperson encourages fairness and equity for all concerned and is not an advocate for one person, group, cause, or department. For more information or to make an appointment, go the Ombuds Office webpage at: [lsu.edu/ombuds/index.php](https://lsu.edu/ombuds/index.php) or email [Ombuds@lsu.edu](mailto:Ombuds@lsu.edu).

LSU Student Advocacy & Accountability provides a confidential safe space for discussion of individual, department, or student employment concerns. The staff provides resources and information to help LSU community members navigate university processes and make informed, healthy, and responsible decisions while serving as productive members of the LSU community. Email [dossaa@lsu.edu](mailto:dossaa@lsu.edu) for additional information.

### **III. Issues Which are not Grievable**

The following actions are not grievable under the student employment grievance procedure:

- A. Termination, non-renewal of appointment or layoff.

- B. Pay, or pay issues, including denial of merit increase.
- C. Non-selection for a position.

#### **IV. Steps in the Grievance Procedure**

**Step 1:** Student employees are encouraged to discuss concerns with the immediate supervisor before filing a grievance. Many issues can be resolved informally at the supervisory level without the need for a formal grievance. The student may prefer, however, to discuss the matter initially with someone higher in the supervisory chain if grievance pertains to the direct supervisor.

**Step 2:** If the student employee is not satisfied with the decision at Step 1, the employee must present the written grievance to his/her department head within five (5) working days of the date of the alleged grievable act. The written grievance should include:

1. The date(s) and details of events concerning which the employee feels aggrieved;
2. The date and details of the outcome of the meeting with the direct supervisor (or someone in the supervisory chain) in regards to the grievance;
3. The reason the employee does not agree with the resolution provided at Step 1.

The department head may meet with the employee and shall respond in writing.

**Step 3:** If the employee is not satisfied with the decision at Step 2 of the grievance procedure, the student employee may file an official grievance through the LSU Student Grievance Report Form ([https://cm.maxient.com/reportingform.php?LouisianaStateUniv&layout\\_id=4](https://cm.maxient.com/reportingform.php?LouisianaStateUniv&layout_id=4)) within (5) working days after the receipt of the response from the department head.

An Olinde Career Center representative will contact the employee as soon as possible, after receipt of the appeal, to schedule a meeting.

The OCC representative will notify the grievant and the grievant's department head of her/his decision following the meeting.

#### **V. Time Limits**

Time limits set out in this policy should be followed. Failure to adhere to the time limits shall result in

the employee waiving all rights under the grievance procedure for the issue(s) raised in the grievance.

**VI. Employee Advisor**

Employees shall have the right to have an advisor of their choice present at each step of the grievance procedure. The advisor is an individual who accompanies the student employee directly involved in the grievance to offer advice. The advisor shall not represent or speak for the advisee. In all cases the concerned parties are required to speak for themselves, in oral or written aspects of the process.