2.2 – Policy on Disciplinary Action Disputes

Purpose

Through this policy Wesley College (“Wesley” or the “College”) seeks to establish a policy on disciplinary action disputes and establish steps to appeal a disciplinary action that ensures fair and equitable treatment for all staff members.

Applicability

This Policy applies to all full-time Wesley staff employees and applies to Written Reprimands and/or suspensions with or without pay.

Policy Statement

This policy provides clarification to the steps associated with addressing disagreements between a supervisor and subordinate regarding disciplinary actions. Wesley College reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

Steps

Outlined below are the steps of Wesley College’s conflict resolution procedure. Individual employees, may, on occasion, differ with their immediate supervisors on important questions or situations, the College has the obligation to provide employees with a mechanism for referring the opinion of a supervisor to a higher level for more satisfactory resolution without fear of retaliation.

At each step of the following procedure, the employee should submit any documentation felt relevant by the employee at the time the appeal is submitted.

All unanswered questions or problems adversely affecting the employment relationship and questions of dismissal or any other disciplinary action that are covered by the policies of such actions are to be resolved through the following procedures:

Step 1

The individual with the unresolved problem will first seek resolution of the issue with his or her immediate supervisor. In consultation with the Human Resources department, the supervisor
shall then submit a written response to the employee within 10 (ten) working days of receiving the grievance.

**Step 2**

If the issue is not resolved at Step 1, the individual with the unresolved problem will seek resolution of the issue with his or her department head/Cabinet member. In consultation with the Human Resources department, the department head/Cabinet member shall then submit a written response to the employee within 10 (ten) working days of receiving the grievance.

**Step 3**

An individual who feels the situation has not been resolved satisfactorily may request a Resolution Coordinator within three (3) working days of the problem’s filing in the Human Resources Office. The Human Resources Director will assign a Resolution Coordinator within the Human Resources office and all documentation will be given to the Coordinator. The Coordinator, in consultation with the Human Resources Director, will investigate the facts of the situation, meet with all concerned parties as appropriate, and endeavor to reach a satisfactory solution. The opinion that results from the mediation process will be delivered in writing within fifteen (15) working days.

**Guidelines For Resolution**

- At each step in the review of circumstances under this procedure, individuals should confine their deliberations to the facts directly related to the concerns identified and not to peripheral issues that are not material.
- All reviews should be conducted with appropriate regard for timeliness of issue and standards of fairness.
- No adverse action may be taken against the individual involved, or against any persons who furnish him or her with any assistance solely because of their involvement in the problem.
- In the event any participant in the problem resolution process has a conflict of interest, the Human Resources Director should be notified immediately. A qualified replacement will be assigned.

It is important that timelines for submission of the problem and subsequent decisions be honored for the procedure to work effectively. However, in instances when circumstances (emergency absences, illness, etc.) prevent adherence to the time sequence, the problem may be held in abeyance until the individuals involved are available.

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