

600.29 Staff Member Grievances

Staff member satisfaction is one of our primary goals of Luther Rice College and Seminary. We believe that it is in the best interest of both Luther Rice and the staff member to resolve any problems as soon as possible at the lowest possible level. Problems or concerns regarding Luther Rice's rules, regulations, (or their application), or working conditions, should be addressed in the following manner:

- Staff members should first attempt to address the grievance informally by discussing it with their immediate supervisor.
- If the matter is not addressed to the staff member's satisfaction through informal discussion, the staff member may proceed to the formal grievance stage by presenting the grievance in writing to his/her immediate supervisor, describing the action desired. A form to begin this process is available in the Human Resources department. The written grievance must be presented to the immediate supervisor within 5 working days of its occurrence. The supervisor will have 5 working days in which to provide the staff member with an answer in writing.
- If the staff member is not satisfied with the answer received from the first level of review, the staff member may take the grievance to the second level of review. The grievance must be presented in writing to the second level of review within 5 working days from the time the answer was given or due (whichever was earlier) by the second level reviewing officer. The second level of review is the President. The President will have 10 working days (or more if he is out of the country) in which to provide the staff member with an answer in writing. The decision of the President will be final and binding on all parties.
- Luther Rice makes available an anonymous way to alert Board of Trustees members and Administrators of unsafe or unethical behavior concerning the Institution via its Whistle Blower option. For more information concerning the Luther Rice anonymous Whistle Blower option, visit the Luther Rice website at <https://www.lutherrice.edu/about-us/disclosures.cms?Search=whistleblower>