

# 33.99.08.R1.01 Student Employee Grievance and Appeal Procedure

Approved April 1, 2013  
Next Scheduled Review: April 1, 2018



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## Procedure Statement

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Texas A&M University-Commerce recognizes the importance of providing a prompt and efficient process for resolving student employee/employer conflicts. Conflict resolution should be sought at the level closest to the parties involved. In some cases a neutral third party in the form of a mediator may be able to provide assistance in helping the parties in conflict reach a fair and equitable resolution.

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## Reason for Procedure

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This purpose of this procedure is to outline the rights and responsibilities that student employees at A&M-Commerce have to file a grievance with Human Resources for employment-related issues other than sexual harassment or illegal discrimination. This procedure details the process and associate time-frames for such.

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## Procedures and Responsibilities

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### 1 GENERAL

This procedure does not cover grievances related to sexual harassment or illegal discrimination. For information on filling a sexual harassment or illegal discrimination grievance see University Procedure *08.01.01.R0.01 Civil Rights Compliance Procedure*.

### 2 PROCEDURES

2.1 Meet with the immediate supervisor to address the particular problem. The student employee should request a meeting with the immediate supervisor to discuss the complaint within 15 working days of the most recent occurrence. In cases where the problem directly involves the immediate supervisor it is suggested that the employee discuss the problem with the supervisor; however, if this is not conducive to the resolution of the issue the employee should request a meeting to discuss the problem with the individual at the next level of supervision.

2.2 If discussion with the supervisor does not result in a satisfactory resolution to the problem, the student employee should request a meeting with the department head, or similar

administrative unit, to discuss the complaint. This meeting should be requested within five working days of the employee's meeting with the supervisor.

- 2.3 If the student employee is not satisfied with the decision of the department or unit head, the employee may file a Student Concerns Report Form with the Dean of Campus Life and Student Development Office. The form is available on the [Student Concerns](#) webpage.

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## **Related Statutes, Policies, or Requirements**

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System Regulation [33.99.08 Student Employment](#)

University Rule [33.99.08.R1 Student Employment](#)

University Procedure [08.01.01.R0.01 Civil Rights Compliance Procedure](#)

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## **Contact Office**

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