

**Name of Policy:** [Dispute resolution for non-faculty employees not subject to collective bargaining agreements](#)

**Policy Number:** 3364-25-41

**Approving Officer:** President

**Responsible Agent:** Chief Human Resources Officer

**Scope:** All University of Toledo campuses

3364-25-41



decision in the matter. Upon receipt, the employee shall review the decision to determine its acceptability. If it is unacceptable, the employee may appeal within ten working days to the chief human resources officer or designee.

- (b) The chief human resources officer or designee shall confer, within ten working days, with parties having relevant information to the dispute. The vice president of human resources or designee shall respond, in writing within ten working days, to the employee, through the divisional vice president. The decision of the chief human resources shall be the final resolution to the dispute.
- (c) All formal hearings at each step of the dispute resolution process will normally be held during the employee's normal working hours. Active hourly employees, who are required to meet in formal hearings during their non-working hours, will be compensated and the time will be considered as worked hours.
- (d) The time limits set forth in the policy may be extended by agreement between the employee and a manager in writing only.
- (e) If the employee fails to perfect an appeal within the specified procedural time limits, any further procedural steps or action on the dispute is prohibited and the dispute shall be considered as withdrawn.

**Approved by:**

/s/

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 Gregory Postel, MD  
 President
**Date:** October 20, 2023**Review/revision completed by:**

- Chief Human Resources Officer
- Senior Leadership Team

**Policies superseded by this policy:**

- None

**Original effective date:**

April 1, 2011

**Review/revision date:**

March 14, 2014

May 13, 2016

February 21, 2014 (JMC) ~~14i1na2~~ ~~14i1na2~~ ~~144a~~

	<b>Next review date:</b> <i>October 20, 2026</i>
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