

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

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

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.

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.

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) 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.

