

# DISPUTE RESOLUTION PROCESS FOR EXEMPT EMPLOYEES

**SOURCE: OHIO EPA ADMINISTRATION**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Grievance Policy for Exempt Employees:**

1. Most disputes may be handled informally between employees and their immediate supervisor at the time an incident occurs.
2. If informal attempts to resolve a dispute have failed, the dispute resolution process is intended to provide a prompt and impartial review of all facts involved, without fear of coercion, discrimination, or reprisal.
3. The procedure is as follows:
  - Within 10 working days from reasonable knowledge of the dispute or problem, complainants will present the facts in writing to their supervisor and state that the dispute resolution process is being instituted.
  - Supervisors will discuss the problem with all parties and write a decision to complainants within 10 working days after receiving the dispute.
  - If complainants are not satisfied with the decision, the dispute, along with the decision, will be presented in writing to the next level of supervision within 10 working days.
  - Next level supervisors will discuss the problem with all parties and produce a written decision to complainants within 10 working days of receipt of the dispute.
  - If complainants are not satisfied, they may make a written request within 10 working days for a meeting with the Director or the Director's designee.
  - Within 10 working days from receipt of the request, a meeting will be scheduled with the Director or the Director's designee.
  - A final written decision will be made within 30 working days after the meeting.

4. Unless they are included as part of alleged discrimination, complaints about the following are not proper issue for the dispute resolution process:
  - wages and salaries
  - performance evaluations
  - failure to pass probation
5. Dispute Resolution Process does not interfere with any rights employees may have under the law.

01/12