

The university recognizes that employment disputes arise in the workplace. Disputes may involve the interpretation and/or application of workplace policy, practice or procedure; or a disagreement arising from working relationships or working conditions. Staff and management are encouraged to seek informal resolution of such disputes.

SECTION 1: INFORMAL RESOLUTION WITH SUPERVISOR

Employee Information:

Employee's Full Name: First M.I. Last OSU Employee ID#

Department Work Phone Email

Supervisor Name

Issue/Dispute:

Explain the nature of the issue/dispute, including date(s) of incident(s) and section(s) of policies you believe have been violated. Include names of witnesses who may have information relevant to the dispute. Attach additional sheets if necessary.

Desired Resolution:

Employee Signature

Date Submitted to Supervisor

Department Response:

Issue resolved? Yes No

Supervisor/Unit Head Signature

Date Returned to Employee

Employee Signature

Date

SECTION 2: FORMAL RESOLUTION WITH UNIT LEADER OR SENIOR HUMAN RESOURCES PROFESSIONAL (SHRP)

In the event resolution was not reached at the supervisor level, the employee may initiate a formal dispute resolution process with the unit leader or SHRP.

Reason that department's response is unsatisfactory:

Describe the policy, practice or procedure in question and how the issue(s) can be resolved and submit this request within two weeks of the supervisory decision:

Unit representative to facilitate meeting

Meeting date

Final decision:

Unit Representative Signature

Date

Employee Signature

Date