

Regulations of Florida A&M University



10.303 Complaint Procedures for University Support Personnel System Employees.

(1) Definition of a complaint.

(a) A complaint is defined as the allegation by the employee that any condition affecting the employee's terms and conditions of employment is unjust, inequitable, or creates a problem, except that an employee shall not have the right to file a complaint concerning evaluations of Performance unless the employee alleges that the evaluation is based on factors other than performance. In non-disciplinary matters, a complaint is defined as the allegation by the employee that a University regulation or policy has been wrongfully applied or applied in a manner that violates the regulation or policy.

(b) Suspensions, dismissals, reductions in pay, demotions, layoffs, job abandonment and transfers shall not be considered as complaints. A review of such actions shall be reviewed in accordance with the provisions of the grievance procedures contained in an applicable collective bargaining agreement.

(2) Employees who have not obtained permanent status in the USPS, non-bargaining unit employees, OPS employees and temporary or visiting employees may bring a complaint concerning only non-disciplinary matters to their immediate supervisor. If the decision of the immediate supervisor is not satisfactory, the employee may discuss the complaint with the next level supervisor, whose decision shall be final.

(3) Employees without permanent status, non-bargaining unit employees, OPS employees and temporary or visiting employees may not file a complaint concerning the following actions:

- (a) Administrative Leave;
- (b) Voluntary reduction in pay;
- (c) Voluntary demotion;

- (d) Oral and written counselings;
- (e) Removal of pay additives or temporary pay increases;
- (f) Correction of overpayments;
- (g) Separation with Advance Notice;
- (h) Termination of an employment contract or appointment that states, in substance, that employment shall cease on the date indicated in the appointment with no further notice of cessation of employment required;
- (i) Voluntary resignation by an employee; and
- (j) Notice of layoff or layoff.

Specific Authority Board of Governors Regulation Development Procedure Dated July 21, 2005, 1001.74, 1001.75, FS. Law Implemented Board of Governors Resolution Adopted January 7, 2003. History-New 6-27-96, Amended 5-30-07. (Formerly rule 6C3-10.338)