

The Difference between the University's Employee Grievance Procedures and the University's Ethics Hotline

If you have a complaint concerning wages, hours of work, working conditions, performance evaluations, merit raises, job assignments, reprimands, the interpretation or application of a rule, regulation or policy, you should follow the University's established Grievance Procedures. Retaliation is prohibited when an employee files a grievance; therefore, no employee should be penalized, disciplined, or prejudiced for exercising the right to make a complaint or for aiding another employee in the presentation of that complaint. The Employee Grievance Procedures can be found online in the HR Procedures at <http://www.uta.edu/policy/procedure/3-28>. This established Grievance Procedure applies to all employees except faculty.

The Faculty Grievance Procedure addresses any objection to administrative decisions and actions concerning reduction in rank, denial or withdrawal of a University benefit or privilege; assignment or reassignment of duties; withdrawal or reassignment of the use of University's facilities, equipment, support staff; salary issues; evaluations of a faculty member's professional performance made by another faculty member, faculty committee or administrator acting in accordance with University policies and procedures; and an appeal permitted by Paragraph G of Subchapter ADM Chapter 6-1300 of the Handbook of Operating Procedures of the University. Faculty who rank as a Regental Professor, Professor, Associate Professor, Assistant Professor or Instructor can file a complaint according to this Grievance Procedure. The Faculty Grievance Procedure can be found online in Part One of the Handbook of Operating Procedures in at <http://www.uta.edu/policy/hop/adm/6/750>.

The Ethics Hotline is to be used if you suspect ethical abuses, non-compliance or fraud in the workplace. Examples of these include workplace discrimination or theft of University property or funds. The Ethics Hotline is answered by an independent company located in Atlanta, Georgia and can be reached by phone at 1-877-507-7314 or online at <http://www.uta.edu/compliance/ethics.php>.

If you have any questions or need more information, please contact Jennifer Chapman at extension 2-3089 or by email at jchapman@uta.edu.