

State Tech's Overview of a Formal Grievance Process for Employee Discrimination, Harassment, or General Grievances



Submit a Report

Submit a formal report via the Ready to Report form. statetechmo.edu/ready-to-report
Select the "Grievance Form for Discriminatory Practices" or "General Grievance" form under the employee section.



Initial Assessment

After receiving a report, Human Resources connects with the Complainant to discuss the report. The Chief of Staff has the flexibility to dismiss based off an initial assessment.



Investigation Initiated

Once a Complainant formally requests college resolution, State Tech initiates an investigation. Human Resources sends notice of investigation to the Respondent, which includes a summary of allegations, a request to meet, & other necessary details.



Investigation Report

Impacted parties receive a final report, including any evidence that is relevant and directly related.



Interviews

Impacted parties and any relevant witnesses are interviewed, and all documents and evidence are reviewed. If necessary, some parties may be asked for an additional interview. Parties have an equal opportunity to submit information and identify relevant witnesses.



Process Reviewed

Human Resources connects with the Respondent to discuss:

- Overview of the allegation
- Applicable procedures



Outcome & Sanction(s)

Impacted parties will be notified of the outcome. If the Respondent is found in violation of State Tech policy, the notice will include an assigned sanction(s).

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