# REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF COMPLAINTS

BOT 4.4.7

Date of Last Update:

June 25, 2021

## Approved By:

Board of Trustees

### **Responsible Office:**

Office of General Counsel

### **POLICY STATEMENT**

#### 4.4.7 Complaints

If a staff member has a complaint which is not an appropriate subject for a grievance, they may discuss it with their supervisor or Associate Vice President for Human Resources. Complaints may be submitted in writing. All complaints, whether oral or written will be answered within five working days from their receipt.