Area: Human Resources

Policy Name: Conflict Resolution Procedure

Policy Statement: Salina Area Technical College encourages direct communication between supervisors/employees and coworkers/coworkers to promptly resolve workplace conflict. Employees are encouraged to use conflict resolution to resolve differences. The best and most lasting solutions and resolutions are those created by the people directly involved.

This policy is separate from employee grievance and harassment policies.

Procedures:

Step one: Employees are encouraged to discuss any work-related problem with their immediate supervisor or coworker with whom there is a conflict. The discussion should take place as early as possible after the conflict or dispute arises. All parties involved should try to come to a solution that will work for all involved. If an employee believes the issue is too sensitive to discuss with their immediate supervisor or coworker, they may proceed directly to step two.

Step two: If the conflict was not resolved after discussion or the issue was too sensitive to discuss, employee(s) is/are encouraged to request a meeting with the department vice president (or President if the conflict is with the vice president). In an effort to resolve the conflict, the vice president (or President) will review the complaint and reach a recommendation.

Step three: If the employee(s) is/are not satisfied with the vice president (or President's) decision, they may appeal by preparing a written summary of concern and request a convening of an appeal committee to review the matter. This committee appointed by human resources is composed of: one faculty, one staff, and one administrator, none of whom are directly involved in the complaint(s).

The committee will meet with involved parties and make a recommendation. The committee's decision is final.

The College prohibits any form of retaliation against any individual for reporting or assisting with this procedure. The procedure shall not be construed, however, as preventing, limiting, or delaying SATC from taking disciplinary action against any individual up to and including termination.

Contact: Human Resources

Related Form(s):