



Step 1:

The completed Employee Conflict Resolution form must be submitted to the Human Resources Office. Upon receipt of the form, the CHRO will appropriately forward a copy of the complaint form through the proper chain of command. If the complaint is about the immediate supervisor then the area administrator or VP will initiate the process.

Steps 2-5:

The immediate supervisor (or administrator) shall facilitate meetings, gather information, review policies and procedures, and within 15 working

