

PROBLEM SOLVING PROCESS
For Exempt and Nonexempt Staff

Any request for a formal review must be submitted in accordance with the procedures published in the University Staff Guide. Questions on Problem Solving Policies and Procedures should be directed to Human Resources.

Staff Member's Request *(to be completed by staff member using Formal Step 1):*

Nature of Problems and/or Concerns *(attach related documentation):*

Proposed Solution:

Submitted by: _____
Signature

Date: _____

Supervisor's Determination on Problems and/or Concerns *(to be completed by Immediate Supervisor in Formal Step 1):*

Submitted by: _____
Signature

Date: _____

Acceptance/Non-Acceptance of Immediate Supervisor's Determination

(to be completed by staff member in Formal Step 1):

I accept my supervisor's determination (forward to Human Resources).

I do not accept my supervisor's determination for the following reasons:

Submitted by: _____

Signature

Date: _____

Next Level Supervisor's Determination on Problems and/or Concerns

(to be completed by next level supervisor in Formal Step 2):

Submitted by: _____

Signature

Date: _____

Acceptance/Non-Acceptance of Next Level Supervisor's Determination

(to be completed by staff member in Formal Step 2):

I accept my supervisor's determination (forward to Human Resources).

I do not accept my supervisor's determination for the following reasons:

Submitted by: _____

Signature

Date: _____

Associate Vice President for Human Resources Determination on Problems and/or Concerns

(to be completed by Associate Vice President for Human Resource Management in Formal Step 3):

Submitted by: _____
Signature

Date: _____

Acceptance/Non-Acceptance of Associate Vice President for Human Resources Determination

(to be completed by staff member in Formal Step 3):

I accept the Associate Vice President for Human Resources determination (forward to HR).

I do not accept the Associate Vice President for Human Resources determination for the following reason(s):

Submitted by: _____
Signature

Date: _____

Problem Solving Committee's Determination on Problems and/or Concerns

(to be completed by Problem Solving Committee in Formal Step 4):

Submitted by: _____
Signature

Date: _____

Final Decision Acceptance:

Vice President, Finance & Administration

Staff Member

Date