Complaint process USW/NON-USW

Step 1

Step 2

University Intake review of

complaint submitted

Step 3

Step 4

Member documents experiences

Generates a summary of

If not an Investigation then other steps are taken

Investigator meets with Respondent

Union rep assists in filling out Complaint form

allegations

University appoints Investigator

Investigator may meet with complainant/witnesses again

Union rep helps member compile supporting documentation and Policies

Review of Summary of allegations by member & Union

Investigator meets Member & Union Rep

Investigator puts findings in Report

University decides whether an Investigation is needed

Investigator may also meet with witnesses

Letter to the Complainant and Respondent w/ findings & action taken