

# Prairie View A&M University Student Employment Office

## Student Employment Grievance Procedure

### Procedure Statement

The Student Employment Grievance Procedure statement establishes the process for any complaint by a student worker employed by Prairie View A&M University. However, this procedure does not modify the “at will” status of the Prairie View A&M University policy for the student worker.

### Employment at Will

All student worker positions at Prairie View A&M University are “at will”, meaning any student worker may be dismissed from employment **with** our **without** cause. Nothing in this regulation shall be interpreted as modifying any student worker’s “at will” status.

### Student Employment Grievance Procedure

Student employees who believe they have been subjected to any form of discrimination or unjust treatment in the work place have several options:

- The student may choose to discuss and resolve the situation directly with alleged offender.
- The student may report the incident to the Student Employment Office and request assistance with resolving the situation.

Many problems can be resolved through informal discussions between the employee and the immediate supervisor, department head or the student employment manager. Although a student is encouraged to resolve a complaint informally first, he or she may file a complaint without first seeking informal resolution.

### Student Employment Grievance Process

The student files a complaint by completing a [Formal Grievance Form](#) and delivering the form to the Student Employment Office within **seven** (7) business days of the action that caused the complaint. A complaint delivered to the student employment office later than **seven** (7) business days of the action that caused the complaint will be deemed untimely filed and will be dismissed.

The Student Employment Office is available to answer questions regarding the grievance form and to provide assistance as needed.

The Student Employment Office will coordinate the investigation of the complaint. The student employment manager will retain the original grievance form and forward within **five** (5) business days copies to the supervisor, department head, complainant, and the human resource director of employee services.

The student employment manager, along with an additional representative from the human resource office will review the complaint and provide a written decision to the supervisor, department head, complainant, and the human resource director of employee services within **fifteen** (15) business days after receipt of the Formal Grievance Form. This decision will serve as the final decision on the complaint.

The Student Employment Office is designed to handle any employment related issues students may come across while employed by Prairie View A&M University. Students are encouraged to notify the Student Employment Office of any incidents that they feel are qualified as forms of discrimination or of any situation they believe are unethical. Students having complaints regarding sexual harassment can file their grievance with the [Office of Equal Opportunity Employment \(EOE\)](#).

The Student Employment Office will act as the mediator between students and supervisors, and will work to resolve any employment related grievances. Students should use the Formal Grievance Form to file a complaint through the Student Employment Office.