



Fast and Impartial Resolution (Fair) Process Policy # 1710.130

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	February 12, 2021	Division of Human Resources Employee & Labor Relations

POLICY STATEMENT

The University encourages open communication between employees and their supervisors to address concerns. While most difference can be worked out amicably between the employee and his/her supervisor, it is important to have a process by which employees can seek to resolve what they consider to be unfair or inequitable application of University policies and procedures.

Employees must meet with their supervisors to discuss and resolve issues that they believe have adversely affected their employment. Human Resources must be consulted to ensure that no violation of applicable University regulation, policy or process has occurred.

SCOPE

This policy is applicable to all out-of-unit faculty and staff and is not applicable to faculty and staff whose position is covered by a collective bargaining agreement with the University.

REASON FOR POLICY

To establish and maintain a process which provides for the equitable resolution of complaints, misunderstandings, and issues for University employees.

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

Employees should communicate with their supervisors in a timely manner their concerns to avoid unnecessary delay and allows for the supervisor to respond in a timely manner.



Supervisor have the responsibility to respond in a timely manner and not allow concerns to fester. Open communication is key for both parties to achieve a professional and collaborative relationship.

Employee & Labor Relations is available to facilitate the resolution between the employee and supervisor.

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: July 2005

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