When a problem arises or employees feel they have been treated unfairly, they should normally discuss it with their supervisors. Discussion usually leads to a better working relationship as well as a better working environment. If such discussion doesn’t lead to a satisfactory resolution, employees can discuss their concerns with the person to whom their supervisor reports. If employees feel unsafe in discussing a situation with their supervisors or department heads, they can request assistance in resolving their concern from Human Resources.

Supervisors and department heads have a joint responsibility to be aware of and to work together with employees to resolve such employee-supervisor matters in a mutually beneficial fashion. Employees who are unable to resolve a problem through the above procedure may discuss that problem with Human Resources.