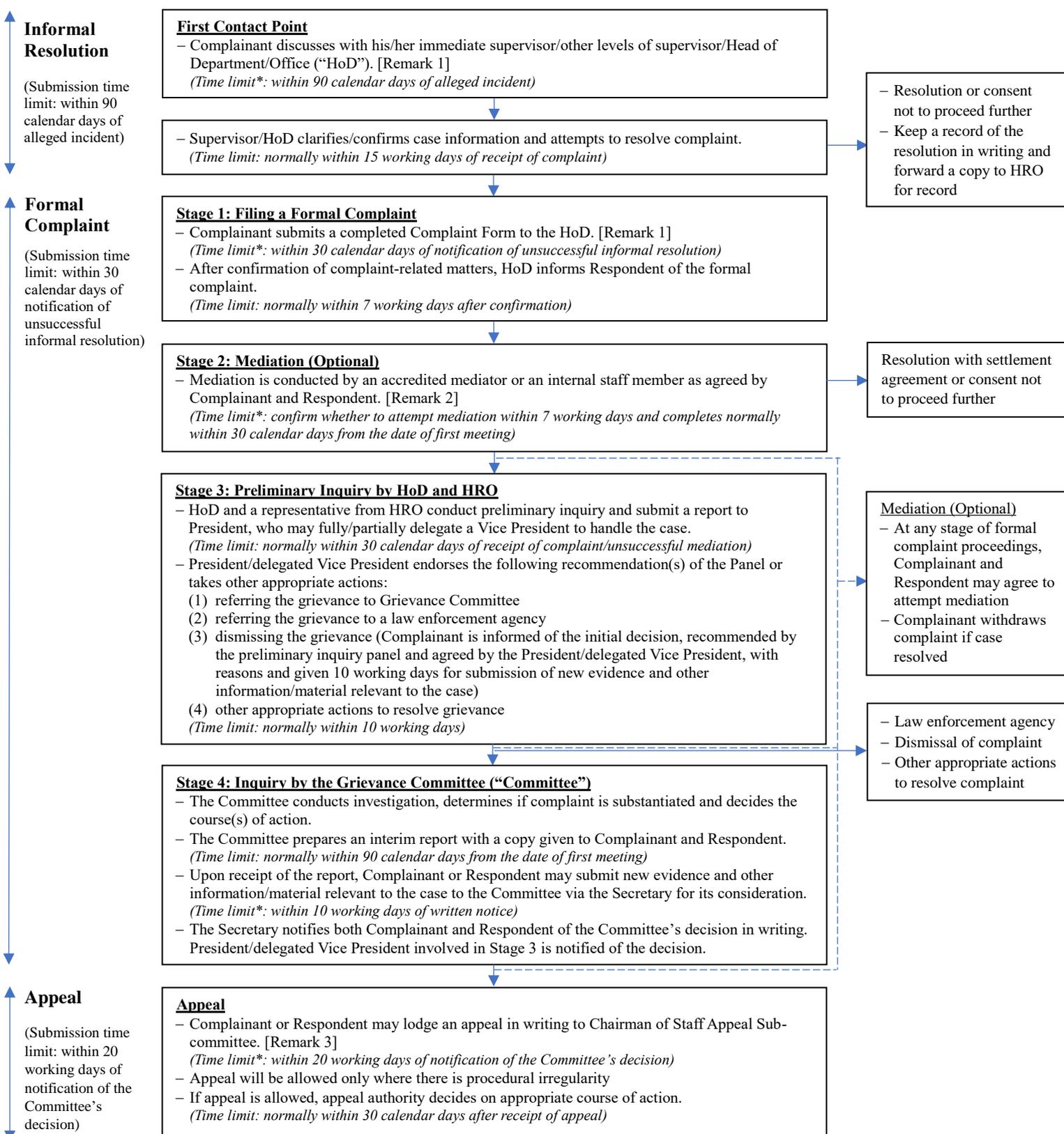


## Flowchart on Staff Grievance Procedures



### Remark

- \* The University may exercise discretion to extend time limit under exceptional circumstances.
- The grievance should be directed to:
    - Faculty Dean or relevant Vice President if HoD is Respondent;
    - Vice President (Academic) if Faculty Dean is Respondent;
    - Vice President (Administration) if a staff member reporting directly to the President is Respondent;
    - The President if Vice President is Complainant/Respondent (President may consult the Chairman of the Staffing Committee to conduct an informal resolution, mediation or inquiry);
    - The Chairman of Council (via Secretary to Council) if the President is Complainant/Respondent (Chairman of Council may ask the Chairman of the Staffing Committee to conduct an informal resolution, mediation or inquiry);
    - The immediate supervisor, other levels of supervisor or HoD of the Respondent for cases when the Complainant and the Respondent are from different departments.
  - Staff who have undergone the 40-hour mediation training and/or with accreditation are preferred.
  - If Complainant/Respondent is the President or Vice President, the appeal should be lodged with the Chairman of Council (via Secretary to Council).