

Current Policy	New Policy	Revisions	Applicable to:
NA (NEW)	<p data-bbox="178 154 535 194">3.XX Investigative Leave</p> <p data-bbox="178 227 850 592">Investigative Leave is determined by Management and the Investigator or Human Resources. It is typically paid, with few exceptions as determined by Management and the Investigator or Human Resources. Investigative Leave is used as needed, in rare situations.</p>	<ul data-bbox="850 154 1837 592" style="list-style-type: none"> • New process outlined for situations in which the need arises to remove an employee from the workplace while facts are gathered during an investigation. • Currently, employees are placed on administrative leave for multiple reasons, including investigations and paid separations. The new process provides a clear expectation and communication of investigative leave. The investigation will be completed fairly and swiftly to provide an update to the impacted employee as quickly as possible. • Investigative Leave memo template included as a separate attachment to provide guidance to the leader and employee impacted. 	<ul data-bbox="1837 154 2047 276" style="list-style-type: none"> • UP • USS • Faculty

<p>6.13 Internal Dispute Resolution Process</p>	<p>3.XX Internal Dispute Resolution Process</p> <p>The intent of the new policy is to provide a consistent process for all non-faculty employees who are not covered under a collective bargaining unit to escalate concerns that cannot be resolved at the department level. This may include disagreement with corrective action.</p> <p>Applies to all employees with the following exceptions:</p> <ul style="list-style-type: none"> • Employees as covered under Policy #5.06 Resolution of Internal Disputes for Faculty • Employees covered by collective bargaining unit • Student, Temporary, Provisional, or Probationary employees • Employees who have separated employment. 	<ul style="list-style-type: none"> • Current policy is written for UP only – New is written for all employees with the following exceptions: Employees covered under Policy 5.06; employees covered by a collective bargaining unit; employees in a status of Temporary, Provisional, Probationary, or Contingent; or employees who have separated employment. • Current policy includes a description of the Grievance Committee structure and purpose. The current committee structure is comprised of 20 peers of the employee who has initiated a formal grievance. The committee changes every two years, and is utilized infrequently. This results in a need to train the committee on the process each time a grievance is initiated. The employee may feel uncomfortable with the grievance committee knowing of the incident to be grieved. The new policy includes a defined, consistent, unbiased grievance process for escalation of concerns that cannot be resolved at the department level. The review is completed by HR or EO, dependent upon their involvement in the incident under review. This allows for confidentiality of the incident and process, while remaining unbiased. • New policy is not available for employees who have separated employment. • KBOR regulation states that universities must have a defined formal grievance process, but does not prescribe the steps of the process that must be used. • Internal Dispute Resolution Request template included as a separate attachment to provide guidance to employees utilizing the Internal Dispute Resolution Process. 	<ul style="list-style-type: none"> • UP • USS
<p>NA (NEW)</p>	<p>3.XX Separation of Employment</p> <p>The intent of the new policy is to provide structure, consistency, and accountability for separations of employment (both voluntary and involuntary).</p>	<ul style="list-style-type: none"> • Current policy is provided for USS and Faculty only (7.11 Leaving Employment and 4.11 Terminations), and is inconsistent. • New policy provides guidelines for consistent separation of employment processes including written notice requirements and exit interviews. • Templates are included as separate attachments of the policy to provide guidance to document employment separations. • Adoption of this policy will result in archiving Policy #7.11 and #4.11. 	<ul style="list-style-type: none"> • UP • USS • Faculty