

VANDERBILT UNIVERSITY AND MEDICAL CENTER

HUMAN RESOURCES POLICIES AND PROCEDURES

SUBJECT: ADMINISTRATIVE REVIEW POLICY

POLICY #: HR-021

EFFECTIVE DATE: March 1, 2000

POLICY

The purpose of this policy is to provide an opportunity for all Vanderbilt staff to address concerns related to employment issues, such as job classification, organizational changes, position elimination or layoff, performance evaluation, job title, or rates of pay. The Dispute Resolution Policy addresses issues regarding Performance Improvement Counseling and/or discharge. (See the Dispute Resolution Policy). Staff members utilizing the administrative review process in good faith will be protected from any retaliatory actions, such as reprimands or harassment.

PROCEDURE

Administrative issues are subject to review through departmental, school and administrative channels. If there are allegations of a violation of the Equal Opportunity and Affirmative Action Policy # 001, Anti-Harassment Policy # 002, or retaliation, the staff member should contact the Opportunity Development Center (ODC).[1]

I. ELIGIBILITY FOR ADMINISTRATIVE REVIEW PROCESS

All staff may use the Administrative Review Process to address employment actions not covered by the Dispute Resolution Policy, such as issues on job classification, organizational changes, position elimination or layoff, performance evaluation, job title, and rates of pay.[2]

II. PROCESS

A. For employment issues not covered in Part B below, the following three step process should be followed:

1. **Immediate Supervisor**: A staff member who has a concern should first raise that concern in a discussion with his/her

supervisor within 10 calendar days of the action that gave rise to the concern. If the issue is not resolved after this discussion, the staff member has 10 calendar days from the meeting with the supervisor to proceed to Step 2.

2. **Department Head**: The staff member may contact the department Employee Relations Representative to facilitate a meeting with the department head. If a meeting cannot be arranged within a reasonable period of time, Employee Relations may move the process to Step 3.
3. **Vanderbilt Administrator**: If the staff member does not consider the issue to be addressed satisfactorily by steps one and two, the Employee Relations Representative will coordinate a review by the appropriate Vanderbilt administrator^[3]. The review by the Vanderbilt administrator is final and is the last step in the review of the administrative issue.

B. Issues involving allegations of a violation of the Equal Opportunity and Affirmative Action Policy, Anti-Harassment Policy, or retaliation, should be reviewed by the ODC:

1. **Complaint Procedure**: Any member of the University community who believe that they have experienced discrimination or harassment on the basis of sex, race, color, religion, national origin, age, disability, veteran status, sexual orientation or retaliation should immediately seek assistance through the Opportunity Development Center (ODC).
2. **ODC Investigation**: The ODC will document the details of the complaint and will conduct a prompt and thorough investigation. The ODC will explain its investigative process to all parties involved and notify them of the need to maintain confidentiality throughout the investigation. Where appropriate, the ODC will facilitate remedial action to protect the parties involved in the process. Following an evaluation of the information gathered, the ODC will notify the parties of the outcome, and, where appropriate, will attempt to facilitate a resolution. The University prohibits retaliation against staff members who utilize or participate in this process in good faith.

III. GENERAL PROVISIONS

- A. Time limits may be extended by mutual agreement of the department and the staff member involved.

- B. Staff who disrupt the process (e.g., use threatening behavior) and refuse to abide by the guidelines established in the policy will forfeit their opportunity to participate in the internal process.

This policy is intended as a guideline to assist in the consistent application of University policies and programs for staff. The policy does not create a contract implied or expressed, with any Vanderbilt staff members, who are employees at will. Vanderbilt reserves the right to modify this policy in whole or in part, at anytime, at the discretion of the University.

[1] The telephone number of the Opportunity Development Center (ODC) is 322-4705.

[2] For issues regarding written Performance Improvement Counseling (PIC), final PIC, and discharge please refer to the Dispute Resolution Policy.

[3] The telephone number for Employee Relations 322-7259.

Approved by Darlene Lewis, Associate Vice Chancellor, Human Resources

Approved by Lauren J. Brisky, Vice Chancellor, Administration

Approved by Harry Jacobson, M.D. Vice Chancellor, Health Affairs

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