

Resolving Work-Related Problems

In any organization, misunderstandings arise from time to time between an employee and his or her supervisor or co-workers. When this happens every effort should be made to resolve the problem as amicably as possible. You are encouraged to discuss the problem informally with your first-line supervisor or the next higher supervisor. Whenever possible, it is always best to work out problems at the level closest to you.

At times, you may receive coaching statements from your supervisor. These are not disciplinary documents, but need to be used as guidance on how to improve your performance.

Employee Relations in Human Resource Services can provide you assistance in resolving work-related problems. You can call them at 232-2327. Employee Relations offers conflict resolution alternatives in accordance with University policies and procedures and State and Federal guidelines.

If you need help with personal problems, you can call the Employee Assistance Program at 471-3366.