

Resolving Work-Related Problems

In any organization, misunderstandings arise from time to time between an employee and his/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.

Your supervisor will then take the matter under consideration and get back to you within a few days with a suggested solution to it. If you are still not satisfied, you should submit your problem in writing to your department head for final consideration and action.

Employee & Management Services in Human Resource Services can provide you assistance in resolving work-related problems. You can call them at 232-2327. Employee Services 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.