



**RESOLUTION TO RESCIND  
ADMINISTRATIVE COMPLAINT PROCESS, EXCLUDED PROFESSIONAL  
ADMINISTRATIVE EMPLOYEES POLICY, 3356-7-37**

**WHEREAS,** University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS,** this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS,** action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-83**

**TO BE RESCINDED**

**3356-7-37      Administrative complaint process, excluded professional/  
administrative employees.**

Responsible Division/Office:	Human Resources
Responsible Officer:	VP for Human Resources
Revision History:	July 1999; March 2011; March 2016; March 2022; June 2025
Minor Revision:	July 2023
Board Committee:	University Affairs
<b>Effective Date:</b>	<b>June 24, 2025</b>
Next Review:	N/A

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- (A) Policy statement. The university is committed to equitable employment practices and maintains a complaint process that may be utilized by professional/administrative staff to provide prompt and equitable resolution of disputes resulting from administrative employment-related decisions, i.e., reclassification, promotion, discipline, working conditions, and termination decisions.
- (B) Scope. This policy may be used by professional/administrative staff not covered by a collective bargaining agreement. Employees covered by a collective bargaining agreement should consult their respective agreements.
- (C) Parameters.
  - (1) Employees with a complaint about an administrative decision are encouraged to initiate informal discussion with their immediate supervisor prior to filing a formal complaint.
  - (2) An employee who is dissatisfied with the informal discussion or chooses not to engage in an informal discussion may file a formal complaint of an administrative decision that will be reviewed and a final determination made.

- (3) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.

(D) Procedures.

- (1) A formal written complaint identifying the specific decision and reason for the complaint must be sent to the employee's immediate supervisor no later than ten working days of the occurrence of ten days from when the employee reasonably should have known of the occurrence.
- (2) The supervisor will conduct an appropriate review and respond to the complaint in writing within ten working days of its receipt.
- (3) If this response does not satisfy the employee, a written complaint may be sent to the chief human resources officer within ten working days from receipt of the supervisor's response. The chief human resources officer or designee, in consultation with the appropriate vice president, will review all information submitted and render a final written decision within fourteen working days from the date on which the complaint is received.