

Index to Dispute Resolution Procedures for Unclassified Professional Staff (UPS)

PURPOSE: To provide a reference point for policies, procedures, and resources related to dispute resolution for unclassified professional staff at the University of Kansas.

APPLIES TO: All unclassified professional staff on the Lawrence campus and all units reporting to the Lawrence campus.

CONTENTS:

[Dispute Resolution for Faculty & Unclassified Staff](#)

1. [Informal Dispute Resolution](#)
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KEYWORDS: dispute, conflict, grievance, resolution, appeal, disciplinary

Dispute Resolution for Faculty & Unclassified Staff, See:

Handbook for Faculty and Other Unclassified Staff, Section III.G:

Faculty and Staff Rights and Responsibilities, [Due Process and Dispute Resolution](#)

1. Informal Dispute Resolution, See:

Handbook for Faculty and Other Unclassified Staff, Section III.G.2:

Faculty and Staff Rights and Responsibilities, [Informal Resolution of Disputes](#)

- University Senate Rules & Regulations (USRR) [6.2.2](#), Ombuds Office
- [University Ombuds Office](#)
- [Human Resources Conciliation Services](#)

2. Formal Dispute Resolution, See:

Handbook for Faculty and Other Unclassified Staff, Section II.G.3:

Faculty and Staff Rights and Responsibilities, [Formal Resolution of Disputes](#)

a. Grievance Procedures for Personnel Policies and Procedures, See:

- [USRR 6.4.15](#), Disputes involving employment-related issues of Unclassified Professional Staff members
- Search the [KU Policy Library](#) for “grievance procedures” specific to your unit.

b. Specialized Procedures, See [USRR 6.4](#), Jurisdiction

Problems falling into the following areas shall be referred to the following entities:

Discrimination

- [USRR 6.4.5](#), Discrimination
- [Nondiscrimination, Equal Opportunity, and Affirmative Action](#)
- [Racial and Ethnic Harassment](#)
- [Sexual Harassment](#)
- [Discrimination Complaint Resolution Process](#)

Parking and Traffic

Summons or citation for violation of parking and traffic rules or revocation of parking permit are heard by the Court of Parking Appeals. See:

- [USRR 6.4.6](#), Summons and Citation for Violation of Parking and Traffic Rules
- [USRR 6.4.7](#), Revocation of Parking Permit
- [USRR 6.9](#), Procedures of the Court of Parking Appeals

Merit Pay Decisions

Complaints about merit pay decisions are considered through administrative review. See:

- [USRR 6.4.2.4](#), Merit Pay Decisions
- Handbook for Faculty and Other Unclassified Staff, Section II.E.3: [Due Process and Dispute Resolution](#)
- [Information Regarding Merit Increases for Unclassified Professional Staff](#)

Performance Evaluations

Complaints about performance evaluations are reviewed through the appropriate administrative channels. *See:*

- [Policy on Unclassified Professional Staff Evaluations](#)
- Handbook for Faculty and Other Unclassified Staff, Section II.E.3: [Evaluation](#)
- [Unclassified Professional Staff Performance Evaluation Appeal Process](#)

3. Disciplinary Action and Appeal

The content of this section is being reviewed by the Department of Human Resources, with approval by the provost. Please direct specific questions related to these policies and procedures to HR at 785-864-4946 or email hrdept@ku.edu.

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