

R831, Non-Faculty Employee Grievance Process¹

R831-1 Purpose: To provide minimum requirements for grievance processes for non-faculty employees who are demoted or terminated from their employment at Utah System of Higher Education (“USHE”) institutions.²

R831-2 References

- 2.1 Utah Code § 53H-3-303, Duties and Responsibilities of the President
- 2.2 Utah Code § 53H-3-902, Power of Board and Institutions to Adopt Rules and Enact Regulations
- 2.3 Board Policy R801, Non-Discrimination Policy

R831-3 Definitions

- 3.1 **“Demotion”** means a disciplinary action resulting in a reduction of a non-faculty employee's current actual wage.
- 3.2 **“Non-faculty Employee Grievance Hearing”** means an administrative hearing held by a USHE institution during a non-faculty employee grievance process.
- 3.3 **“Non-Faculty Employee Grievance Process”** means the process used by a USHE institution to resolve a non-faculty employee’s complaint related to demotion or termination from employment that is filed with the institution.
- 3.4 **“Termination”** includes dismissal or reduction in force of a USHE institution non-faculty employee.

R831-4 Policy Requirements

4.1 Institution Policy for Non-faculty Employee Grievance Process: Each USHE institution shall enact a policy that outlines which non-faculty employees are eligible for the non-faculty employee grievance process upon demotion or termination from employment. The policy shall afford eligible non-faculty employees a non-faculty employee grievance hearing. This policy does not apply to employees who are not deemed eligible under the institution’s policy.

¹ *Adopted January 9, 1987; amended January 24, 1997; September 16, 2005; March 25, 2015; October 2, 2025; and November 20, 2025.*

² *Technical edits November 1, 2024.*

4.1.1 Testimony under Oath in Non-faculty Employee Grievance Hearing: The institution's policy shall require that all testimony given at a non-faculty employee grievance hearing is given under oath.

4.2 Responsibility for Implementing Policy: The institution's president is responsible, after consultation with the institution's Board of Trustees, to implement policies governing personnel, including any additional requirements for institutional employee grievance processes.

4.3 Policy Publication: Institutional policies related to employee grievance processes shall be published on the institution's website.