Exclusions:
- Still in 6-month provisional period. (Exception – Discrimination)
- Member of a Union
- Sexual Harassment? See Sexual Harassment Procedure.

Grievance Type:
- Employment
  - Hiring
  - Salary
  - Job Classification
  - Promotion
  - Discipline
  - Probation
  - Termination
- Failure to apply university policy
- Alleged discrimination
  - Gender
  - Race
  - Color
  - Religion
  - National Origin
  - Age
  - Disability
  - Veteran Status
  - Sexual Orientation
  - Marital Status

Procedure:
- Was there an attempt to resolve the issue through informal channels?
  - Did grievant talk with the individual concerned?
  - Did grievant talk to their supervisor?
  - Did the grievant talk with the Compensation Manager for matters of job classification, wages and hours?
  - Did the grievant contact the University Ombudsman for an informal discussion?
- More than one grievant? Each grievant must file a separate grievance.
- Submit written statement summarizing the issue to University Ombudsman normally within one month. Statement should include:
  - Grievance Statement - A description of the work-related issue, including the policy or rule that the staff member alleges was violated, if applicable, and the name of the respondent. (Information about university policies and rules is available from a number of sources, including this guide, and on CMU’s policy website [http://policy.andrew.cmu.edu/univ_policy/], and other administrative communications.)
  - Background - A statement of the relevant facts supporting the staff member's position, including information about the impact the issue has had or is having on the staff member.
  - Requested Resolution - A statement of what the staff member is requesting as a satisfactory resolution to the grievance.