

WORK CONDITIONS AND HOURS

OPEN DOOR POLICY

Employees are encouraged to use the chain-of-command to resolve any issue that causes them concern about working conditions, pay, or any other subject which affects their employment with the university. Southwestern, in a spirit of willingness to listen, believes in an open door policy.

Employees are encouraged to visit their immediate supervisor with questions or concerns relating to their job duties and assignments.

Employees may also exercise their privilege of requesting a meeting with any administrative representative, without regard to his or her position in the University. Because Southwestern is union free, employees may talk over any matter of concern directly with any administrative representative.

Employees are encouraged to remember a solution cannot be reached if no one is aware of the problem. Employees may use the communication chain without fear of reprisal.