

## **OPEN DOOR POLICY**

"Open Door" means that each and every one of UCF's management (i.e., managers, directors, chairs, deans and other UCF executives) are available to guide and counsel you, but more important, to listen to your concerns and recommendations in order to effectively and promptly resolve them.

Normally, your concerns and recommendations should be communicated first to your supervisor. Whenever possible, it is recommended that you submit your concerns and recommendations to management through the chain of command within your work unit, if you are unable to speak to your supervisor. Should it be necessary for you to speak to someone else, all members of management within your division, the University Ombuds Officer, or the Employee Relations Assistant Manager from Human Resources may be available to you. However, please note that formal grievances must be submitted through the appropriate channels in accordance with the appropriate grievance procedures.