

POLICY 17 GRIEVANCES

Rule 17.03 - Grievance Procedure/Appeal to Chancellor Step

Upon receipt of an appeal, the Chancellor or a designee shall review the complete written record of the grievance, request additional information or conduct further investigation if necessary, and offer a fair hearing to the grievant.

Chancellor's Designee

The Chancellor's designee shall not serve in a position to receive direct benefit from the decision or be prejudiced by previous involvement in the investigation of the grievance issues at either the complaint step or unit head level of the grievance procedure.

Time Limit for Response

Should the grievant accept the offer of a hearing, the Chancellor or the Chancellor's designee will schedule and conduct the hearing within twenty-one (21) calendar days from the date the office designated by the Chancellor receives the appeal. A written response shall be issued to the grievant within fourteen (14) calendar days after the hearing. If a hearing is not held, a written response shall be issued to the grievant within thirty (30) calendar days from the date the appeal is received. Time limits may be extended by written agreement between the Chancellor or a designee and the grievant.

Appeal of the Chancellor Level Decision to the University Level

If the Chancellor-level decision is unacceptable to the grievant, the grievant may appeal in writing within ten (10) calendar days from the date such decision is received. If the Chancellor or a designee fails to schedule and conduct a hearing within the stipulated time frame or fails to provide a written response by the date when it is due, the grievant may appeal in writing within ten (10) calendar days from the date a time frame is not met. Appeals should be directed to the Director of Human Relations and University Equal Opportunity in the Office of the President. If a timely appeal is not filed, the last decision rendered shall be considered final.

If the employee elects to appeal to the University Level, the Chancellor or a designee shall provide to the Director of Human Relations and University Equal Opportunity the existing record of the case, including a copy of the written grievance, the resolution sought by the employee, and all written responses to the grievance, including the Chancellor-level decision.

Regulation

17.031 Conduct of the Hearing

Any hearing conducted by the Chancellor or a designee will follow informal procedures. Under informal procedures the parties involved are provided the opportunity to meet and respond to the grievance or to give an explanation of the grievance. Those present should

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Regulations (Continued)

include the grievant and the supervisor(s) or designated unit official(s) in the line of supervision over the grievant with the most thorough knowledge of the circumstances surrounding the grievance. The grievant may be accompanied by a representative.