

POLICY 17 GRIEVANCES

Rule 17.05 - Employee and Employee Representative Participation

An employee may initiate the complaint step or file a grievance personally or with the assistance of a representative of the employee's choice who may, but need not, be another employee of the University.

Regulations

17.051 Participation in a Grievance During Scheduled Work Hours

Time off with pay shall be authorized for employees who participate in grievance meetings and hearings during scheduled work hours. In addition to the grievant, time off with pay shall normally be authorized for one grievant's representative if employed by the University, and employees called to be witnesses at grievance meetings or hearings. In all cases time off with pay must be approved in advance by the designated supervisor or other appropriate unit official, and shall normally be authorized. Employees called as witnesses must receive approval either from their supervisors, other unit officials, or the campus director of human resources

17.052 Pay for Time Spent Investigating and Seeking Resolution to Grievances

Time spent preparing written grievances or preparing for grievance presentations shall ordinarily be outside the employees' regular work hours. However, employees and their representatives who are employed by the University may be granted a reasonable amount of time off with pay during their regular work hours while directly involved in the investigation and/or resolution of a grievance.

In all cases, employees and their representative must receive permission from their immediate supervisors to leave assigned work areas to investigate or seek resolution to a grievance. When evaluating requests for approval, supervisors shall use discretion in determining what constitutes a reasonable amount of time for the employee to be absent from the work site and when the absence would be convenient.

17.053 Participation of Representatives who are Not University Employees

Certain privileges and limitations apply to individuals involved in a grievance who are not University employees.

Upon prior request and approval by an appropriate labor or employee relations staff member individuals not employed by the University who will represent an employee(s) in a grievance may be permitted access to premises to investigate and prepare the grievance. Time and length of such visits will be determined by the University subject to operational requirements. During such visits, the employee representatives may view the area(s)

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Regulations (Continued)

relevant to the grievance. A representative from the University may accompany the employee representatives.

Upon prior request and approval by an appropriate labor or employee relations staff member and provided prior permission is requested and obtained from the supervisor or authorized unit official, representatives who are not employed by the University may use University facilities during visits to interview employees, one at a time, about facts relevant to the grievance. The University will provide the place at which interviews are held and determine what constitutes a reasonable period of time for conducting such interviews. A representative from the University may accompany the employee representatives.