

Submitted by Barbara Bishop
July 1, 2019

Committee Name: Staff Grievance Committee (SGC)

Committee Chair: Barbara Bishop

Committee Members: Jason Beare, Barbara Bishop, Tim Dill, Carla Meredith, Wendy Metcalf, John Morgan, Jennifer Stephens, Nancy Trabue

Committee Description: This committee's charge is to conduct an ongoing review of existing policies and procedures for filing grievances and appeals and shall make recommendations for changes to the Staff Senate. Whenever requested by a staff member, this committee will be responsible to summarize a staff grievance before it goes to the Vice President or Dean level. It is also charged with annually providing feedback to the Staff Senate Chair regarding the Staff Grievance Officer and in the event that the SGO position is vacant, for interviewing potential candidates for replacement.

Goals and Objectives:

1. To effectively review staff grievances as requested and to communicate recommendations by:
 - a. Following established grievance committee review guidelines and procedures
 - b. Meeting the established grievance timelines to provide timely follow-up.
2. Ensure committee members are adequately training in the grievance procedure.
 - a. Ensure each committee member receives the Staff Senate Grievance Review Committee Information and Training Pamphlet. This has not be updated since 2013. Committee will review this document to ensure it is current with all university policy and procedures.
 - b. Work with the HR Employee Relations Department to ensure training at the beginning of each fiscal year. Have overhead available for those individuals who are unable to meet for training.
3. Maintain collaborative relationships with:
 - a. The Staff Grievance Office – meet annually
 - b. The University Ombudsman – meet annually

Senators should consider serving on this committee because...: Identifying and resolving issues with staff has the potential to impact the entire university community.

Example of committee initiatives and highlights: This committee conducted no hearings conclusions related to one staff grievance during the month of June.

What else should we know about your committee? (This is an opportunity for you to share an overview of your processes, policies, etc. Think about questions/concerns you have been exposed to during your time as a senator and/or on this committee): Regular meetings are not held rather multiple meetings are held within a small window of time when a grievance hearing is requested

and committee members must be available to address need as it arises. *Service on this committee should not be entered into lightly and requires the utmost confidentiality and discretion.*