

## STAFF SENATE GRIEVANCE COMMITTEE

### September Report

1. The Grievance Committee updated and formalized both its Charter and its section of the Staff Senate By-Laws. Both are awaiting approval by the Executive Committee.
2. The Grievance Committee received two grievances in the month of July, both regarding written warnings. Separate committees were formed for each grievance; in both cases, the committees met with the grievant and the immediate supervisor. Upon finding that the instances described in the written warnings were more likely than not to be true, both written warnings were upheld.
3. The Grievance Committee held an Orientation/Training meeting on Tuesday, August 20<sup>th</sup>. The meeting was attended by 5 of the 9 committee members (2 had to cancel at the last minute due to unexpected meetings), as well as by the following members of Executive Committee: Andrew Grubb, Leondra Gully, and Cynthia Jeffery. The following presenters also attended:
  - a. Mary Elizabeth Miles, Donna Ernst, and Laura Schroeder attended from HR and led an insightful discussion on proper interview questions and techniques, as well as some important details surrounding the HR side of the grievance policy.
  - b. Dr. Diane Tobin, University Ombuds, discussed her role as a primary mediator early on in the grievance process, before possible escalation to our committee. Dr. Tobin indicated that she has met with 122 potential grievants this calendar year. The fact that SGC has only received a total of 4 grievances is a testament to her hard work and dedication to the mediation process.
  - c. Sandy Russell, Staff Grievance Officer, also discussed her role as a mediator and as an advocate for Staff throughout the grievance process.
4. I created an Orientation/Training folder for this meeting. There are several left over; if any Staff Senator is interested in receiving one in order to learn more about SGC and how we operate, please email me ([Jason.beare@louisville.edu](mailto:Jason.beare@louisville.edu)) or find me at the meeting.

Respectfully submitted,  
Jason Beare  
Chair, Staff Grievance Committee  
September 9, 2019