

**SUBJECT: GRIEVANCE REVIEW COMMITTEE AND CHAIR
GUIDELINES FOR GRIEVANCE PROCEDURE FOR
CLASSIFIED EMPLOYEES**

INTRODUCTION

The role of the grievance committee chair is to schedule, coordinate, and conduct the grievance review hearing in an effort to determine whether there are “reasonable grounds” to believe that the employee’s grievance has merit and that the relief requested by the grievant should be granted.

GUIDELINES AS CHAIR

1. Call the grievance hearing to order, introduce yourself, and identify others who are present.
2. Explain the purpose of the grievance hearing and how the hearing will be conducted. Make certain that all parties understand that the Grievance Review Committee is an advisory body to Classified Senate, and it will only be making a recommendation on the merits of the grievance, and it not a final enforceable decision.
3. Review the grievance statement as submitted by the employee and the supervisor’s response and suggest that the grievant and/or supervisor submit additional information if they choose.
4. Advise the grievant that the committee has the authority in doing its investigation to request documentation from other sources such as Human Resources, supervisors, and coworkers, and that individuals connected with the matter may be interviewed by the committee.
5. Advise the grievant that if he/she wishes the committee to review medial or psychological information, he/she may sign a release; otherwise this information will not be made available to the committee.
6. Allow the grievant to recommend individuals in a position to verify or substantiate the facts related to the grievance to be interviewed a well.
7. Provide the grievant and the respondent the opportunity to speak.
8. Make a written record of the investigation and hearing, being aware that this will be considered a public record and subject to disclosure upon request.
9. As the committee chair:
 - a. You may ask questions at any time.
 - b. You should take notes.
 - c. You should conduct the haring at your pace.
 - d. You should not allow parties to become argumentative between or among themselves.
10. At any point when you are satisfied that the grievance has been thoroughly reviewed, you should:
 - a. Inform the parties that a written recommendation will be sent to the grievant, the grievant’s supervisor, the Dean, Video President, or Provost, and the Chair of Classified Senate within thirty (30) days. A copy will also be provided to the Assistant Vice President for Human Resources.

- b. Thank the parties for their cooperation and participation.
- c. Conclude the hearing.

REPRESENTATIVE

The grievant is entitled to have one representative or advisor at the grievance hearing. The representative or advisor may make a brief preliminary statement on behalf of the grievant and advise and counsel the employee but may not make objections or cross examine any witnesses. The parties involved in the grievance will be expected to answer questions addressed by the committee members.

WITNESSES

The grievant and respondent are entitled to have witnesses if appropriate. You should obtain their names and regulate their participation in the grievance process.

SUMMARY

Provisions for the grievance hearing are included in Ohio University Policy 40.043. The grievance hearing is NOT to be confused with a legal event, it is a fact finding hearing and therefore, must not be adversarial. The grievance hearing involves no swearing of participants, and is NOT to be confused with a trial.

Finally, the recommendation as to the outcome of the grievance will be prepared by the chair and signed by all committee members. It shall include:

1. A list of the participants.
2. The committee's fact finding report.
3. The committee's recommendation as to the outcome of the grievance and in the event the grievance is upheld, a recommendation regarding relief.

GRIEVANCE REVIEW COMMITTEE RULES

The purpose of the Grievance Committee Hearings is to determine if there has been a breach of university policy and/or sound management practice, and if so, to recommend a solution. Accordingly, the committee's objective is to arrive at a recommended solution to the issue at hand that maintains or improves the quality of the work environment while providing for productivity and quality service.

To that end:

1. All participants will address the specific issues without attacking individuals involved.
2. The burden of proof is with the employee filing the grievance.
3. The committee will provide a forum for the hearing that does not intimidate anyone (a grievant may have someone present for support).
4. The committee may request any and all relevant information for review prior to making a recommendation. If the grievant wishes the committee to consider medical or psychological information, the grievant must sign a release; otherwise, the information will not be made available to the committee.
5. The committee will generally accept any and all relevant information, but reserves the right to set limits on redundancy and to assign appropriate weight.
6. The committee must reach consensus on any proposed recommendation before forwarding to the parties.
7. The Chair will be responsible for scheduling the hearing, administering the hearing, gathering information requested, writing the recommendation, obtaining all committee members' signatures, and forwarding the recommendation to all parties noted in Policy 40.043.
8. The Chair will recognize each speaker in turn.
9. All committee members will exercise the utmost professional discretion regarding information and discussion that occurs regarding the grievance.

It is understood that adjustments to procedure can be made to best address specific issues brought to the committee. The committee reserves the right to make such procedural adjustments.