

**SHRA GRIEVANCE POLICY & PROCEDURES  
ROLES, RESPONSIBILITIES AND RIGHTS OF PARTICIPANTS**

**STATEMENT ON WORK TIME AND GRIEVANCE PARTICIPATION**

**EXPECTED TIME COMMITMENTS**

- Each Grievance requires different levels of time commitment from its participants based on the specific nature of the case and the level of involvement of its participants. **The following table provides a general expectation of time commitment during a Grievance case.** Not all cases will necessarily proceed through each step of the process.
- No Grievance-related time shall be considered compensable work time for anyone who is not a current employee of the University at the time of the Grievance-related activities referenced in this document.

Participant	Initial Filing Period (3-5 weeks)	Step 1 Mediation (3-5 weeks)	Step 2 Hearing (3-5 weeks)
Grievant	5-15 Hrs	5-15 Hrs	15-20 Hrs
Step 1 Respondent for Mediation	5-10 Hrs <i>(depends on how a Grievant may attempt informal resolution)</i>	5-15 Hrs <i>(Mediation is scheduled for a half-day plus 5-10 hrs preparation)</i>	5-10 Hrs <i>(may participate in hearing or may provide information to Step 2 Respondent prior to Hearing)</i>
Step 2 Respondent for Panel Hearing <i>(may or may not be the same person as the Step 1 Respondent)</i>	1-5 Hrs <i>(depends on how a Grievant may attempt informal resolution)</i>	3-5 Hrs <i>(may or may not participate significantly in Step 1 mediation)</i>	15-20 Hrs <i>(Step 2 Hearing is scheduled for a half-day)</i>
Immediate Supervisor <i>(if not serving as the Step 1 or Step 2 Respondent)</i>	1-5 Hrs <i>(depends on how a Grievant may attempt informal resolution)</i>	3-10 Hrs	5-10 Hrs <i>(Step 2 Hearing is scheduled for a half-day)</i>
Witnesses	0-2 Hrs <i>(depends on how a Grievant may attempt informal resolution)</i>	0-2 Hrs <i>(may be interviewed by Respondent prior to Step 1 Mediation)</i>	3-5 Hrs <i>(Step 2 Hearing is scheduled for a half-day)</i>
Panelists	n/a	n/a	15-20 Hrs <i>(majority of hours fall within the two weeks surrounding the hearing)</i>
Panel Chair	n/a	n/a	20-25 Hrs <i>(majority of hours fall within the two weeks surrounding the hearing)</i>

Date of Grievable Event

Step 1 Grievance Filed

Step 2 Appeal Filed

Chancellor's Decision Issued

## GRIEVANCE-RELATED WORK TIME

**The following events are considered work time without charge to available leave for the parties involved:**

- ◆ Meetings with the Grievance Officer as requested or required by the Grievance Officer that occur during the party's regular work schedule.
- ◆ Meetings required as part of an initial Grievance Informal Discussion or EO Informal Inquiry.
- ◆ Incidental communications (by email or phone) with the Grievance Officer that occur during the party's regular work schedule.
- ◆ The Step 1 Mediation (scheduled for a half-day) and the Step 2 Hearing (scheduled for a half-day).
- ◆ Meetings of the Step 2 Hearing Panel for documentation review, deliberation and report writing.
- ◆ Other meetings with the Grievant requested by the Grievant's management regarding the Grievance.
- ◆ Alternative dispute resolution processes as part of the Grievance process.

**The following events may be considered work time with approval in advance by the employee's supervisor:**

- ◆ Time spent in meetings with the Grievance Officer during the employee's regular work schedule that were not required or requested by the Grievance Officer.
- ◆ Additional time off during the employee's regular work schedule using available leave (vacation, bonus, comp time) to work on Grievance-related activities.

**The following events are not considered work time:**

- ◆ Time spent by the Grievant meeting with an attorney at their own expense regarding their Grievance. The Grievant may use available leave (vacation, bonus, comp time) for any purpose, subject to advance scheduling approval of their supervisor.
- ◆ Time spent by the Grievant for Grievance-related activities outside their regular work schedule that is not expressly covered above.
- ◆ Time spent by Grievants who are not employed by the University.