

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

PANEL CHAIR

ROLE OF PANEL CHAIR

- The Panel Chair (“Chair”) is a volunteer SHRA permanent employee designated by the Grievance Officer to lead a Step 2 Hearing Panel and produce a written report and recommendations to the Chancellor or designee regarding the case.
 - ♦ The Chair meets with the Grievance Officer and the other Panelists at the Pre-Hearing Conference held prior to the Hearing date in order to review Grievance materials and relevant policies.
 - ♦ The Chair attends the Step 2 Hearing and may ask questions of participants during the Hearing.
 - ♦ The Chair consults with the Grievance Officer regarding the relevancy of evidence and witnesses.
 - ♦ The Chair deliberates with the other Panelists after the Hearing to establish findings of fact and determine a recommended course of action to present to the Chancellor.
 - ♦ The Chair ensures that the Panel report and recommendations is written with the assistance of the other Panelists and delivered to the Chancellor within 10 calendar days of the Step 2 Hearing for the Final University Decision.

RESPONSIBILITIES OF PANEL CHAIR

- **Time Commitment:** From the time the Chair is designated for a case until the completion of the Chancellor’s decision, the Chair should expect to invest as much as 30 hours of work time over a 5-week period. The majority of the hours will occur in the final two weeks. Pre-Hearing Conferences are scheduled for two hours. Step 2 Hearings are scheduled for a half-day. All work time must be approved in advance by the Chair’s supervisor. (Refer to the “Statement on Work Time and Grievance Participation” for additional information.)
- **Analysis:** The Panel’s primary goal is to establish findings of fact based on the preponderance of the evidence (that is, the more probable or likely truth) provided by the Grievant and Respondent in order to properly apply policy to those facts in making its recommendations to the Chancellor. This requires the Panelists to understand the proper application of University policy to various employee issues. The Panel Chair, in consultation with the Grievance Officer, may request additional Grievance-related documentation and/or witnesses as deemed necessary and appropriate.
- **Confidentiality:** Grievances are confidential personnel matters. The Panel may be given access to additional confidential materials that may not be available to the Grievant and/or Respondent. The Panel Chair shall maintain confidentiality and shall not disclose information concerning the case to others, including any information that may have been presented before, during and after the Hearing, except as allowed by policy or required by law.
- **Hearing Materials:** The Grievance Officer will provide a copy of the Grievance materials to the Chair and Panelists prior to the Step 2 Hearing. After the Chancellor has rendered the Final University Decision, or in the event that the Grievance is otherwise ended without a Chancellor’s decision, any copies of Grievance materials in the Chair’s possession shall be either destroyed confidentially in office or sent to the Grievance Officer for disposal in accordance with the State’s public records retention policy.
- **Conduct & Impartiality:** The Chair shall exhibit respectful conduct at all times to all parties involved in the Grievance and encourage mutual respect between parties. The Chair shall be impartial in the execution of their duties, without any appearance of bias or favoritism. The Chair shall disclose to the Grievance Officer any potential conflict of interest with any parties in the Grievance and shall withdraw from the role of Panel Chair if such a conflict is determined to exist.
- **Compliance:** Failure to comply with these requirements may result in the closing of the Grievance and/or may result in other appropriate administrative action.

RIGHTS OF PANEL CHAIR

- **Non-Retaliation:** To participate in the Grievance process free from retaliation, coercion or abuse by Grievants, Respondents, other Panelists, Witnesses, the Office of Human Resources, or any other party.
- **Independent Judgment:** To voice and apply their own sound judgment and understanding in applying relevant policies to the information presented in order to make a recommendation to the Chancellor.
- **Training:** To receive appropriate training from the Office of Human Resources on Grievance-related processes.
- **Choice of Participation:** To choose whether to accept or decline participation in a particular Grievance due to conflicts of interest or other work or personal demands.