

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

PANELISTS

ROLE OF STEP 2 PANELISTS

- Panelists are volunteer SHRA permanent employees designated by the Grievance Officer to hear a Step 2 Grievance and produce a written report and recommendations to the Chancellor or designee regarding the matter.
 - ♦ Panelists meet with the Grievance Officer and Panel Chair at the Pre-Hearing Conference held prior to the Hearing date in order to review the Grievance materials and relevant policies.
 - ♦ Panelists attend the Step 2 Hearing and may ask questions of participants during the Hearing.
 - ♦ Panelists deliberate after the Hearing with the Panel Chair to establish findings of fact and determine a recommended course of action to present to the Chancellor.
 - ♦ Panelists contribute to the content of written report and recommendations that the Panel Chair then delivers to the Chancellor within 10 calendar days of the Step 2 Hearing for the Final University Decision.

RESPONSIBILITIES OF STEP 2 PANELISTS

- **Time Commitment:** From the time the Panelists are designated for a case until the completion of the Chancellor's decision, the Panelists should expect to invest as much as 20 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 Panelist'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 recommendation to the Chancellor. This requires the Panelists to understand the proper application of University policy to various employee issues.
- **Confidentiality:** Grievances are confidential personnel matters. Panelists may be given access to additional confidential materials that may not be available to the Grievant and/or Respondent. Panelists 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 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 Panelists' 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:** Panelists shall exhibit respectful conduct at all times to all parties involved in the Grievance and encourage mutual respect between parties. Panelists shall be impartial in the execution of their duties, without any appearance of bias or favoritism. Panelists shall disclose to the Grievance Officer any potential conflict of interest with any parties in the Grievance and shall withdraw from the role of Panelist if such a conflict is determined to exist.
- **Compliance:** Failure to comply with these requirements may result in revocation of appointment and/or may result in further administrative action, as appropriate.

RIGHTS OF STEP 2 PANELISTS

- **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.