

OR HIS DESIGNATED REPRESENTATIVE. IF THE AGGRIEVED EMPLOYEE IS NOT SATISFIED WITH THE DECISION RENDERED AT THIS STEP, HE OR HIS DESIGNATED REPRESENTATIVE MAY APPEAL IN WRITING TO STEP TWO WITHIN 5 DAYS.

(2) BOTH EMPLOYEE AND DESIGNATED SUPERVISOR SHALL CONTINUE TO REVIEW THE MATTER, EITHER PRIVATELY OR WITH THE HELP OF OTHERS IN THE EMPLOYEE'S IMMEDIATE WORK UNIT WHO ARE DIRECTLY INVOLVED IN THE GRIEVANCE. EACH SUPERVISOR SHALL USE HIS JUDGMENT IN KEEPING HIS SUPERIORS INFORMED ON THE STATUS OF EACH GRIEVANCE AND, IF NECESSARY, REQUEST GUIDANCE, ADVISORY COMMITTEES, OR OTHER ASSISTANCE CONSISTENT WITH DEPARTMENTAL POLICY. IF EITHER THE EMPLOYEE OR THE SUPERVISOR FEELS THE NEED FOR AID IN ARRIVING AT A SOLUTION, HE MAY REQUEST THE CAMPUS PERSONNEL DEPARTMENT TO PROVIDE RESOURCE STAFF OR HE MAY INVITE ANY OTHER AVAILABLE RESOURCE PERSONNEL TO PARTICIPATE IN FURTHER DISCUSSIONS. THE ADDITION OF SUCH PARTICIPANTS DOES NOT RELIEVE THE DESIGNATED SUPERVISOR AND THE EMPLOYEE FROM RESPONSIBILITY FOR RESOLVING THE PROBLEM.

(C) (1) STEP TWO. THE GRIEVANCE APPEAL SHALL BE PRESENTED IN WRITING TO THE DEPARTMENT HEAD OR CHAIRMAN OR HIS DESIGNATED REPRESENTATIVE WHO SHALL PROCESS THE APPEAL FROM THE NEXT LOWER LEVEL. WITHIN 5 DAYS AFTER RECEIPT OF THE WRITTEN GRIEVANCE, THE DEPARTMENT HEAD OR CHAIRMAN OR HIS DESIGNATED REPRESENTATIVE SHALL HOLD A CONFERENCE WITH THE AGGRIEVED OR HIS DESIGNATED REPRESENTATIVE AND RENDER A WRITTEN DECISION WITHIN 10 DAYS AFTER THE CONCLUSION OF THE CONFERENCE. IF THE AGGRIEVED IS NOT SATISFIED WITH THE DECISION, HE MAY APPEAL IN WRITING TO THE NEXT STEP WITHIN 5 DAYS. THE DEPARTMENT HEAD OR CHAIRMAN SHALL USE HIS JUDGMENT IN KEEPING HIS SUPERIORS INFORMED OF THE STATUS OF EACH GRIEVANCE AND, IF NECESSARY, REQUEST GUIDANCE, ADVISORY COMMITTEES, OR OTHER ASSISTANCE IN FINDING RESOLUTION.

(2) THE EMPLOYEE RELATIONS STAFF OF THE CAMPUS PERSONNEL DEPARTMENT ARE AVAILABLE TO SERVE AS RESOURCE PERSONNEL IN ANSWER TO ANY QUESTIONS BY EITHER EMPLOYEE OR EMPLOYER. HOWEVER, THIS DOES NOT RELIEVE THE DEPARTMENT HEAD OR CHAIRMAN FROM THE RESPONSIBILITY OF ISSUING A WRITTEN DECISION AT STEP TWO OF THIS PROCEDURE.

(D) STEP THREE. THE GRIEVANCE APPEAL SHALL BE PRESENTED, IN WRITING, TO THE ~~CAMPUS DIRECTOR OF PERSONNEL, THE DESIGNATED REPRESENTATIVE OF THE CHANCELLOR, OR HIS DESIGNATED REPRESENTATIVE~~ WHO SHALL PROCESS THE APPEAL FROM THE NEXT LOWER LEVEL. WITHIN 10 DAYS AFTER THE RECEIPT OF THE WRITTEN GRIEVANCE APPEAL, THE ~~CAMPUS DIRECTOR OF PERSONNEL CHANCELLOR OR HIS DESIGNATED REPRESENTATIVE~~ SHALL HOLD A HEARING WITH THE AGGRIEVED OR HIS DESIGNATED REPRESENTATIVE AND RENDER A WRITTEN DECISION WITHIN 15 DAYS AFTER THE CONCLUSION OF THE CONFERENCE TO THE AGGRIEVED. ~~ON ANY GRIEVANCE APPEAL, THE CAMPUS DIRECTOR OF PERSONNEL MAY APPOINT A DESIGNEE TO HEAR AND DECIDE THE APPEAL IN HIS STEAD.~~

(E) STEP FOUR. THE APPEAL SHALL BE SUBMITTED TO THE