

GRIEVANCE, NOT MORE THAN THREE EMPLOYEES SELECTED BY AND FROM THE GROUP MAY BE EXCUSED FROM WORK TO ATTEND A GRIEVANCE MEETING CALLED BY THE RESPONSIBLE ADMINISTRATOR AT STEP ONE OR STEP TWO AND NOT MORE THAN FIVE SUCH EMPLOYEES AT STEPS THREE, FOUR, AND FIVE UNLESS, AT ANY STEP, PRIOR PERMISSION IS GRANTED BY THE PERSON HEARING THE GRIEVANCE.

(D) EMPLOYEE COMPLAINT FORMS SHALL BE AVAILABLE IN THE CAMPUS PERSONNEL DEPARTMENT. THE UNIVERSITY FORM SHALL BE USED.

(E) IT IS THE RESPONSIBILITY OF THE HEAD OF EACH ORGANIZATIONAL UNIT TO ASSURE THAT EACH EMPLOYEE UNDERSTANDS THE CHANNELS OF COMMUNICATION AND APPEAL, SPECIFICALLY WHO IS HIS DESIGNATED SUPERVISOR FOR PURPOSES OF THE GRIEVANCE PROCEDURE, WHO IS HIS DEPARTMENT HEAD OR CHAIRMAN AND WHO ACTS FOR EACH OF THEM IN THEIR ABSENCE. IN THE ABSENCE OF A SPECIFIC DESIGNATION, THE EMPLOYEE MAY ASSUME HIS IMMEDIATE SUPERVISOR IS THE APPROPRIATE AUTHORITY AT THE FIRST STEP.

(F) AN EMPLOYEE MAY NOT LEAVE HIS POST OF DUTY TO ENGAGE IN GRIEVANCE HANDLING WITHOUT THE KNOWLEDGE OF AND PERMISSION FROM HIS DESIGNATED SUPERVISOR.

(G) A FORMAL GRIEVANCE MAY BE FILED BY THE AGGRIEVED EMPLOYEE OR BY HIS REPRESENTATIVE, BUT THE REQUEST TO INITIATE OR APPEAL A GRIEVANCE MUST BEAR THE SIGNATURE OF THE EMPLOYEE AT EACH STEP OF THE PROCEDURE.

(H) A RECORD OF EACH GRIEVANCE AND ITS DISPOSITION SHALL BE FURNISHED TO THE EMPLOYEE INVOLVED. A FILE COPY OF EACH GRIEVANCE SHALL BE MAINTAINED AT THE LAST STEP AT WHICH THE GRIEVANCE WAS PROCESSED, AND AN ADDITIONAL COPY SHALL BE FILED WITH THE CAMPUS PERSONNEL DEPARTMENT WHICH SHALL BE AVAILABLE TO THE EMPLOYEE OR HIS REPRESENTATIVE. AN ABSTRACT OF EACH FINAL DISPOSITION AT STEPS THREE AND ABOVE SHALL BE PREPARED BY THE APPROPRIATE CAMPUS DIRECTOR OF PERSONNEL WHO WILL FORWARD THE ABSTRACT TO THE OFFICE OF THE VICE PRESIDENT FOR GENERAL ADMINISTRATION. THIS OFFICE IS RESPONSIBLE FOR PERIODIC DISTRIBUTION OF ALL ABSTRACTS TO CAMPUS PERSONNEL DEPARTMENTS SO THEY MAY BE AVAILABLE TO INTERESTED PARTIES.

(I) AT ANY POINT IN THE GRIEVANCE PROCEDURE, THE EMPLOYEE MAY ELECT TO OBTAIN, CHANGE, OR DISMISS HIS REPRESENTATIVE BY PROVIDING A WRITTEN NOTICE ~~OF SAME~~ TO THE PERSON HEARING THE GRIEVANCE. HOWEVER, ~~SUCH~~ THE ACTION DOES NOT ALLOW THE GRIEVANT TO RETURN TO A PREVIOUS STEP IN THE PROCEDURE.

(J) A UNIVERSITY EMPLOYEE DESIGNATED AS A WITNESS BY EITHER PARTY TO A GRIEVANCE MAY NOT SUFFER ANY LOSS OF PAY FOR TIME SPENT TESTIFYING IN ANY STEP OF THE GRIEVANCE PROCEDURE. RELEASE TIME FROM NORMAL WORK SCHEDULES IS TO BE GRANTED ALL WITNESSES TO ATTEND GRIEVANCE HEARINGS.

(K) A HEARING OFFICER MAY EXCLUDE INCOMPETENT, IRRELEVANT, IMMATERIAL, AND UNDULY REPETITIOUS EVIDENCE OR