

employee may continue to work with pay pending the disposition of the charges.

13-1A-06.

(a) In cases of appeal to an arbitrator, each party is responsible for any expense incurred in the preparation and presentation of its own case and for any record or transcript it may desire.

(b) [If time is spent in handling grievances by an employee and his representative and if the representative is a University employee, the time is with full pay at the basic straight time wage or salary rate for scheduled work time spent during the regular work day or shift. Paid time is not allowed for time spent in grievance handling outside of the regular shift. Upon the formal or informal initiation of a grievance, one employee may be designated as grievance procedure representative and he may not suffer any loss of pay for investigating, processing, or testifying in any step of the grievance procedure.] UPON THE FORMAL OR INFORMAL INITIATION OF A GRIEVANCE AN EMPLOYEE DESIGNATED AS A GRIEVANCE PROCEDURE REPRESENTATIVE SHALL NOT SUFFER ANY LOSS OF PAY FOR INVESTIGATING, PROCESSING OR TESTIFYING IN ANY STEP OF THE GRIEVANCE PROCEDURE. RELEASE TIME FROM NORMAL WORK SCHEDULES IS TO BE GRANTED ALL WITNESSES TO ATTEND GRIEVANCE HEARINGS. EXPENSES INCURRED IN CONNECTION WITH ATTENDANCE BY EMPLOYEES AT GRIEVANCE HEARINGS SHALL BE BORNE BY THE EMPLOYEE'S DEPARTMENT.

(c) Similar grievances may be consolidated and processed together as a single issue. Where a number of individual grievances have been reduced into a single 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 employees at steps [three, four,] TWO and [five] THREE 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] THE 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] THE post of duty to engage in grievance handling without the knowledge of and permission from [his] THE designated supervisor.