

(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 OR THE EMPLOYEE'S REPRESENTATIVE 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] THE EMPLOYEE'S 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] THE representative by providing a written notice to the person hearing the grievance. However, 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)] (J) A hearing officer may exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence or witnesses.

[(l)] (K) Each step of the grievance procedure shall be processed as quickly as practicable within the specified time limits. Failure to appeal at any step constitutes acceptance. Failure to answer is a denial to which an appeal may be made. By mutual agreement, the time limits AND/OR STEPS may be waived.

[(m)] (L) It is the responsibility of each party to the grievance procedure at each step of the procedure to duplicate the grievance form prior to filing it with the employer or returning it to the employee and to retain one copy of the form.

[(n)] Failure on the part of a designated supervisor to meet his responsibility within the specified time limits is sufficient cause for disciplinary action.]

[(o)] (M) A grievance may start with a complaint or request by a permanent or temporary employee.