

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **EMPLOYEE HEARING COMMITTEE**

Policy #: **10.5**

Its jurisdiction covers non-academic and academic grievances that have been referred by the Chancellor for review and input. Appeals from a denial of promotion, dismissal for cause, suspension or demotion of non-academic employees only; for academic employees, similar matters will be addressed in with Board Policy 405.1.

The Committee shall be appointed by the chancellor and is comprised of five full-time employees - two staff members, two faculty members, and an administrator. The chair shall be appointed by the chancellor.

In those instances where the chancellor refers a grievance to the Committee, the Committee may hear the grievance only after all steps of the informal grievance procedure have been exhausted. The grievance must be filed with the chancellor's office no later than five working days after the informal stages of the grievance procedure have been exhausted. In those instances where the chancellor refers a grievance to the Committee, every effort will be made to present a recommendation to the chancellor within fifteen calendar days after receipt of the grievance. An additional period of time may be granted by the chancellor. The director of the work unit in which the grievance originated and the aggrieved employee, shall be notified of the hearing date by the chair of the Committee. The parties may present witnesses and information to the Committee. The hearings will be tape recorded. An advisor may be permitted to assist the parties, but may not directly participate during the hearing. Upon request of the Committee, the supervisor shall arrange for designated employees to be present for the hearing.

The Affirmative Action Officer, Director of Human Resources, or other UAPB officials may be requested to act in an advisory capacity to the Committee.

The Committee will summarize its written recommendation to the chancellor within five working days subsequent to conclusion of the hearing. After reviewing the Committee's recommendation, the chancellor will make a final decision concerning the grievance.

Resource(s): Board Policy 405.1 and 405.4

Approved by:

Approval date:

Custodian: Human Resources