

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 521

Subject: Staff Grievance Procedure

Date Adopted: 12/91 Revised: 05/94, 08/95, 12/12, 08/13

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1. Purpose:

A grievance procedure is established to provide employees with a prompt review, impartial consideration and an equitable disposition of their grievances. Any employee who presents a grievance or complaint in good faith and in a reasonable manner shall be free from restraint, interference, discrimination or reprisal.

This procedure is intended to encourage employees to discuss problems with their supervisors, thereby providing a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments if necessary, and to foster better understanding between employees and supervisors.

2. Policy:

It is the policy of this institution that all employees be given the opportunity, through 30.480(, t)-2(hr)3(ou

3. Definitions:

- a. EMPLOYEE - an individual who is a full-time employee who occupies a regular salaried position and who works a minimum of 1,000 hours per year. This policy shall not apply to employees who are on initial new hire probationary status.
- b. GRIEVANCE - a complaint by an employee regarding an adverse impact on his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, suspension, promotion, demotion, disciplinary actions, discrimination or any other work-related problem except compensation and conditions which are beyond the control of agency management or are mandated by law. A grievance must contain a statement in ordinary and concise language of facts showing that the council has jurisdiction of the claim and that the grievant is entitled to relief.
- c. RESPONDENT(S) - person or persons against whom the grievance petition is filed.
- d. GRIEVANCE OFFICER - director of affirmative action.
- e. STAFF GRIEVANCE COUNCIL POOL OF CANDIDATES - a pool of 25 candidates selected by the Staff Senate, 10 of which must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel. The pool of candidates must be selected by January 31<sup>st</sup> , and July 31<sup>st</sup>, each year;
- f. STAFF GRIEVANCE COUNCIL - an ad hoc council appointed to review the grievance petition, determine whether to hear the grievance, and issue a recommendation thereon to the university president.
- g. WORKING DAY – any day that the university is open for business.

4. Procedure:

The entire grievance procedure shall be completed within 30 working days after the





The council acts as a body and not as individual members. The council shall not discuss the case outside the grievance hearings and their own deliberations. Individual council members shall not collect evidence or receive any other documents or information relevant to the case. All such items must be presented to the council acting as a body or to the grievance officer.

- ii. The grievance officer shall ensure that all appointments to the council are completed within three working days from the receipt of the grievant's written request.
- iii. The council will receive a charge of its responsibilities from the president. Five of the six members present shall constitute a quorum for transaction of business. A decision must be reached by a majority vote with the number of yes, no, and abstention votes being recorded without designating the person who cast each vote.
- iv. The council shall review the grievant's original written petition and all documents generated by the grievant and the managers at Steps 1, 2, and 3. The respondent(s), if different from the managers, shall submit a response to the grievance. T(t)i4(ce.rj -3.r-5(e t)-6m

- ix. The grievant and the respondent(s) may be accompanied by an advisor or attorney, but this person shall only be allowed to function in an advisory capacity. The grievant and the respondent(s) personally shall make all requests, presentations and responses to questions. The university counsel may also be present but shall act only in an advisory capacity to the council.
- x. A final written report of the findings and recommendations of the council shall be presented to the president within 25