MEMORANDUM

DATE: October 2, 2008

TO: Larry Owsley
Vice President for Business Affairs

CC: Brent Fryrear, Staff Senate
Vicki Hines-Martin, CODRE
Sharon Larue, COSW
Angela Koshewa, University Counsel

From: John D. Ralston
Associate Vice President for Human Resources

SUBJECT: Staff Grievance Policy Draft Revision

The attached staff grievance policy is being forwarded to you after being reviewed and approved by the Human Resources Advisory Committee. HRAC includes representatives from CODRE, COSW, CAO, Faculty Senate, Staff Senate, and Faculty and Staff for Human Rights. The revised staff grievance policy reflects the following changes and additional enhancements:

- a retaliation statement providing examples of retaliatory actions;
- clarifying that an employee shall first discuss concerns with immediate supervisor;
- reducing to three the maximum number of steps for grievances;
- a definition of mediation and clarifying that an employee has ten days from suspending mediation to re-start the formal grievance proceeding.

The policy revision was drafted by a committee consisting of two members of COSW, CODRE and Staff Senate along with the director for affirmative action/employee relations as staff support. HRAC provided additional guidance.

A comparison/contrast summary also is attached.