Chicago State University

CIVIL SERVICE GRIEVANCE POLICY

Section 1. Authority.

This policy is established in accordance with the Board of Trustees Regulation (II.C.5.), "An employee may file a grievance when a dispute arises concerning the interpretation or application of these Regulations and/or established by the University." Chicago State University is subject to the Statute and Rules of the State Universities Civil Service System. Certain actions (job audits, job classifications, scoring of examinations, salary decisions, for example) have a separate route of appeal which involves the Civil Service System.

Section 2. Effective Date.

The policy shall become effective January 25, 1983, and remain in effect until expressly revoked.

Section 3. Responsibility.

The responsibility for implementation of this grievance policy is assigned to the Director of Human Resources

Section 4. Grievance Policy.

4.1. Within ten (10) working days of the incident, or of the date on which the Employee knew or reasonably should have known of the incident, the employee shall discuss the problem with his/her supervisor. (Informal process)

4.2. If the problem is not resolved informally, Step 1 will be that the grievance must be reduced to writing on a grievance form and submitted to the supervisor's immediate superior within ten (10) working days after the meeting with the supervisor. All three parties (grievant, supervisor, and supervisor's immediate superior) will meet to discuss and attempt to resolve the grievance within ten (10) working days of receipt of the grievance.

4.3. If the grievance is not satisfactorily resolved at Step 1, the employee may submit the grievance in writing to the Director of Human Resources within ten (10) working day of the Step 1 meeting (Steep 2). The Director of Human Resources will provide the grievant with a written response within ten (10) working days of receipt of the grievance.

4.4. If the grievant is not satisfied with the response at Step 2, the employee may submit the grievance to the appropriate Vice President within ten (10) working days of the Step 2 response (Step 3). The Vice President will provide the grievant a written response within ten (10) working days of receipt of the grievance.

4.5. If the grievant is not satisfied with the response at Step 3, the employee may submit an appeal in writing to the Director of Human Resources within ten (10) working days after receipt of the Vice President's response, for submission to the Civil Service Grievance Committee (Step 4). The Director of Human Resources shall submit the appeal to the Civil Service Grievance Committee within ten (10) working days.

Section 5. Composition of the Civil Service Grievance Committee.

5.1 The Civil Service Grievance Committee shall be composed of five (5) members including the Civil Service Council President, two (2) members elected by the Council and two (2) members of the University Faculty and Staff (Civil Service, Faculty or Administrative and Professional employees, as appropriate) selected by the President or his/her designee.

5.2 The chair of the Committee shall be elected by the Committee.

5.3 Membership on the Committee shall expire at the end of each fiscal year (June 30th). An individual may be re-appointed to the Committee.

Section 6. Function of the Grievance Committee.

The Grievance Committee shall issue a written statement of its recommendations, including all supporting documentation, to the President of the University or his/her designee within fifteen (15) working days of the receipt of the grievance.

Section 7. President.

The President of the University or his/her designee shall issue a written decision within fifteen (15) working days after receipt of the recommendation of the Grievance Committee. This decision is final and binding.

Section 8. Employees Reporting to the Vice President or President.

Employees who report directly to a Vice President or the President with no intermediary supervisor may proceed from the informal state to Step 4 by submitting a completed grievance form as his/her written appeal.

Section 9. Time Provisions.

Any of the above time provisions may be extended by mutual agreement of the parties.

DATE_____

NAME_____

CLASSIFICATION_____

NAME OF SUPERVISOR_____

DESCRIPTION OF GRIEVANCE: (Describe all facts of the situation including date, time, place of occurrence, etc. Use reverse side if necessary.)

You must give specific Board of Trustees Policies, Board Regulations and/or University rules and procedures believed to have been improperly applied or misinterpreted:

Specific corrective action desired:

EMPLOYEE SIGNATURE: _____

DATE RECEIVED BY SUPERVISOR: _____

DATE FILED IN HUMAN RESOURCE OFFICE: _____

This form is to be used by Civil Service employees at Chicago State University who are not covered by a collective bargaining agreement.