

## **GRIEVANCE COMMITTEE**

### **Number and Election of Panelists**

Each year, the Faculty Council, President's Council, and Classified Staff Committee shall elect members of the Faculty, Professional Staff and Classified Staff, respectively, to serve as panelists. Panelists will be appointed by the President or her designee to serve on a Grievance Committee if needed. Panelists shall serve staggered three-year terms. The maximum number of panelists will be at the discretion of each electing body, but the minimum number of panelists by employee classification shall be nine. It is not required for the elected panelists to be a member of the electing body.

### **Grievance Committee Composition**

When appointing a Grievance Committee, the President or her designee shall make appointments from the elected panelists. A majority of the committee shall be comprised of employees of the same classification as the employee that requested the assembly of a Grievance Committee.

### **Performance**

Service as a panelist or on a Grievance Committee shall be optional. Panelists considered for appointment shall be notified of the employees involved in the grievance prior to accepting the appointment. Employees should decline service on a Grievance Committee if they believe a conflict of interest may exist or feel they cannot be an impartial committee member.

All documents, testimony or other information provided to panelists or Grievance Committee members during the employee grievance process shall be considered confidential, and it is the obligation of the panelists or Grievance Committee members to take reasonable care to protect such information.

Grievance Committee members shall act in good faith to apply the policies and administrative regulations of the College when making recommendations to the Level Four administrator. Committee members who act in good faith shall not be subject to disciplinary action or retaliation as a result of their service on a Grievance Committee.

### **Standards and Training**

The College may set minimum standards or establish required training before an employee is appointed to serve as a member of a Grievance Committee.