



Grievance Appeal Committee Application

The Grievance Appeal Committee is made up of the Chair of the Staff Council and twenty (20) to thirty (30) members based on the application process/selection. The applicants can be from all employment groups represented by the Staff Council. **The members of the committee will serve a three-year appointment.** A special applicant search could occur in the event of excessive employment separations or emergencies during the appointment period.

The selection of the Committee members is made by the Staff Council Chair, the Human Resources Employee Relations representative, and the Staff Council Employee Relations Chair, ensuring a diverse pool for approval by the University President. The list of the recommended Committee members is sent to the University President for approval. The University President will notify Committee members of their appointment by letter.

After selection, a pool of ten (10) Grievance Appeal Panel Chairs will be chosen from the list of thirty (30) Committee members. The Human Resources Employee Relations representative will select at random five (5) Committee members and one (1) Panel Chair to serve on each Grievance Appeal Panel hearing.

The Office of Human Resources will conduct mandatory training sessions for all members of the Committee, and Panel Chairs. This training will include a review of the University’s Grievance Policy and Procedures, proper conduct of the Committee members, and specialized training for the Panel Chairs.

To be considered, applications should be returned to Erica Myers in the Office of Human Resources by Friday, September 8, 2023.

Contact Information

Name	
Department	
Telephone Number	
E-Mail Address	

Additional Information

Date of Hire	
Are you an Exempt or Non-Exempt Employee?	
<input type="checkbox"/> Exempt Staff	<input type="checkbox"/> Non-Exempt (including non-exempt professional) Staff
Have you ever served on the Staff Council or as a member of the Grievance Appeal Committee?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No



Special Skills or Qualifications

What experience have you had in handling confidential information?

Interests

Summarize why you would like to serve on the Grievance Committee?

Agreement and Signature

By submitting this application, I understand that I am expected to attend a training workshop provided by the University, which will increase my knowledge base of University policies and procedures and enhance my interpersonal skills.

I also believe that serving in this capacity is a privilege, an honor, and a responsibility. Realizing that I will be involved with confidential matters, I promise to keep that confidence. I support the ethics and integrity of the Staff Council.

Name (printed)	
Signature	
Date	

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