



IMMEDIATE SUPERVISOR OF GRIEVANT

ROLE OF IMMEDIATE SUPERVISOR

- *This document pertains to an immediate supervisor of a Grievant who is not participating in the Step 1 Mediation or as the Step 2 Hearing Respondent in the Grievance process.*
- The Supervisor is expected to provide information relevant to the Grievance in preparation for the Step 1 Mediation and the Step 2 Hearing. The Supervisor may also participate in an Equal Opportunity Informal Inquiry, an Informal Discussion, or other informal resolution processes with the Grievant before or during the Grievance process.
- The Supervisor who is not serving as the Step 2 Respondent can participate in the Step 2 Hearing only as a Witness under the same expectations of participation as any Witness.

RESPONSIBILITIES OF IMMEDIATE SUPERVISOR

- **Time Commitment:** A supervisor who is not participating as the Step 2 Respondent should expect to invest as much as 20-25 hours of work time over a 12-week period. Participation in informal resolution processes, including the EO Informal Inquiry or Informal Discussion (*if applicable*) may take 1-5 hours of time meeting with the Grievance and/or Inquiry investigators. Participation in Step 1 Mediation generally requires 3-10 hours of time meeting with the Grievant and/or the Step 1 Respondent, and/or gathering documentation, in preparation for Mediation. Participation in a Step 2 Hearing as a Witness generally requires up to a half-day of the Supervisor's time and may also require as much as an additional 1-5 hours of time in assisting the Step 2 Respondent with preparing documents. (Refer to the "Statement on Work Time and Grievance Participation" for additional information.)
- **Truthful Contribution:** The Supervisor's primary responsibility is to provide truthful information about events relevant to the Grievance about which the Supervisor has direct knowledge so that the Step 1 and/or Step 2 decision-makers have sufficient information to make an informed decision on the case. Written statements from a Supervisor made solely for the purpose of the Grievance cannot be accepted in place of attendance at the Step 2 Hearing.
- **Grievance Materials:** The Supervisor will be copied on Grievance correspondence to the Grievant and Respondent(s). The Supervisor may be asked by the Grievant, Respondent(s), the Panel, and/or the Grievance Officer to provide documentation for the EO Informal Inquiry or an Informal Discussion (*if applicable*), for the Step 1 Mediation, and/or for the Step 2 Hearing. Questions about determining the appropriateness of providing any requested documentation should be addressed to the Grievance Officer. After the Chancellor has rendered the Final University Decision, or in the event that the Grievance is otherwise ended without a Chancellor's decision, any copies of Grievance materials in the Supervisor's possession shall be either destroyed confidentially in office or sent to the Grievance Officer for disposal in accordance with the State's public records retention policy.
- **Confidentiality:** Grievances are confidential personnel matters. A Supervisor shall maintain confidentiality and shall not disclose information concerning the Grievance to others, including any information that may have been presented before, during and after the Grievance process, except as allowed by policy or as required by law. Information provided by the Supervisor during a Grievance process becomes part of the official Grievance file and shall be maintained confidentially as required by policy and law.
- **Conduct:** The Supervisor shall exhibit respectful conduct at all times to all parties involved in the Grievance and encourage mutual respect between parties. Supervisors shall provide honest statements and responses.
- **Compliance:** Providing false or misleading information or exhibiting disrespectful conduct may result in administrative action, as appropriate.

RIGHTS OF THE IMMEDIATE SUPERVISOR

- **Non-Retaliation:** To participate in the Grievance process free from retaliation, coercion or abuse by Grievants, Respondents, Panelists, Witnesses, the Office of Human Resources, or any other party.
- **Consultation:** To receive consultation and guidance from the Office of Human Resources on Grievance-related processes.

If you have any questions, please contact Employee & Management Relations (843-3444).