**EMPLOYEE HEARING COMMITTEE**

The Employee Hearing Committee is a standing appeals committee. Its jurisdiction

covers cases involving appeals from a denial of promotion, dismissal for cause,

suspension or demotion. It also exercises authority over grievances that allege

discrimination on the basis of race, national origin, sex, age and disability. There is no

grievance right for an employee who has received notice of termination upon written

notice of at least thirty days in accordance with Board of Trustees Policy 405.4, excepting

allegations of discrimination. The Committee shall be appointed by the chancellor and is comprised of five full-time employees - two staff members, two faculty members, and an administrator. The chair shall be appointed by the chancellor.

In those instances where the chancellor refers a grievance to the Committee, the

Committee may hear the grievance only after all steps of the informal grievance

procedure have been exhausted. The grievance must be filed with the chancellor’s office

no later than five working days after the informal stages of the grievance procedure have

been exhausted. In those instances where the chancellor refers a grievance to the

Committee, every effort will be made to present a recommendation to the chancellor

within fifteen calendar days after receipt of the grievance. An additional period of time

may be granted by the chancellor. The director of the work unit in which the grievance

originated and the aggrieved employee, shall be notified of the hearing date by the chair

of the Committee. The parties may present witnesses and information to the Committee.

The hearings will be tape recorded. An advisor may be permitted to assist the parties, but

may not directly participate during the hearing. Upon request of the Committee, the

supervisor shall arrange for designated employees to be present for the hearing.

The Affirmative Action Officer, Director of Minority Affairs, Director of Human

Resources, or other UAPB officials may be requested to act in an advisory capacity to the

Committee.

The Committee will summarize its written recommendation to the chancellor within five

working days subsequent to conclusion of the hearing. After reviewing the Committee’s

recommendation, the chancellor will make a final decision concerning the grievance.