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# INDIANA STATE UNIVERSITY SUPPORT STAFF COUNCIL BYLAWS

## ARTICLE I: NAME

The name of the organization shall be the Indiana State University Support Staff Council. (Hereafter in this document, the term "Council" shall refer to the Support Staff Council unless otherwise noted.)

## ARTICLE II: MISSION AND GOALS

### A. Mission Statement

The Indiana State University Support Staff Council is an advisory body representing the support staff through community engagement. We consistently strive to enhance communications between support staff and administration for continuous improvement of working relationships within Indiana State University and surrounding communities.

### B. Council Value Statements

1. We facilitate and maintain communication between support staff and University administration.
2. We serve as an advocate for support staff.
3. We disseminate information to all support staff.
4. We promote a healthy, safe and equitable working environment.

## ARTICLE III: REPRESENTATIVES

The Council shall consist of twenty-four (24) voting members defined as eight (8) voting groups hereafter referred to as districts. Each district shall elect three (3) representatives to make up the twenty-four (24) voting members.

### A. Districts

The Council is comprised of eight districts. The districts are, where possible, geographically composed.

#### DISTRICT 1

All Facilities Management Carpenters, Locksmith, Painters, Electricians, Office, Mail Room, Garage Grounds Workers, Maintenance Mechanics, Plumbers, Power Plant, Stationary Engineers, Storekeeper, Utility Workers, and Purchasing

**DISTRICT 2**

All Facilities Management Custodial Workers including Supervisors and Custodial Office

**DISTRICT 3**

Library, Student Services, New Theater, Rec Center, Arena,

**DISTRICT 4**

African American Cultural Center, Hulman Center, College of Nursing, College of Business, College of Education, Landsbaum Center, Maehling Terrace Early Childhood Education Center

**DISTRICT 5**

Residential Life including Office, Custodial, and Maintenance, HMSU

**DISTRICT 6**

Dreiser Hall, Erickson Hall, Gillum Hall, Public Safety, Student Computing Complex, and College of Technology

**DISTRICT 7**

Parsons Hall, Rankin Hall, Tirey Hall, and Fairbanks Hall, Federal Building, Normal Hall

**DISTRICT 8**

Art Annex, Center for Performing and Fine Arts, Family and Consumer Sciences, Fine Arts, Holmstedt Hall, Root Hall, Science Building, and Stalker Hall

District representation will be re-evaluated when Council deems necessary.

**B. Qualifications**

Any support staff employee who has successfully completed his or her initial introductory period (90 days) shall be eligible for election to membership on the Council.

**C. Nominations and Election Process**

Beginning with the 2009 election process, the nomination and election process will move to online election only.

1. The individual in each district receiving the highest number of votes will be asked to serve as a representative to the Council. Candidates may request in writing an audit of the election within 5 days of the election results. A recount will be made by the Election Committee and liaison. Only the candidates requesting an audit will receive a copy of the audit results.

2. Email notifications will be sent from the Council Chairperson to the district representatives elected with copies to their supervisor and/or department head.

#### **D. Duties and Responsibilities**

District representatives will:

1. participate in all phases of Council business;
2. serve on at least one Council standing committee as appointed;
3. attend all scheduled meetings of the Council;
4. initiate communication among their constituents to encourage discussion of matters affecting support staff employees;
5. give ample notification to their supervisor and/or department head of scheduled Council and committee meetings. Representatives will be in regular pay status for meetings held during the regular working hours.

#### **E. Terms of Membership**

Membership on Council shall be for a three-year period unless completing a vacated seat. District representatives may be elected for two consecutive terms (for a total of six consecutive years). After a one-year absence from Council, former representatives are eligible to run for representation during the next election.

The representative term shall begin on the first day of June following election to the Council.

#### **F. Relocation Within the University**

A representative, who permanently transfers to a different district than elected to, must resign as a Council representative. If there are no remaining nominees from the most recent election, a representative may request to remain a representative until the next election. They must continue to represent the same district.

#### **G. Vacancies**

Should vacancies occur in a district, an alternate representative from the respective district will fill the vacancy. If there is not an alternate representative available, any alternate representative will temporarily fill the vacancy until a permanent replacement can be selected.

If an elected representative chooses to step down during their term of office for any reason other than what is stated in the Attendance policy, that person will not be eligible for Council Membership for two years. Membership on the

Council is a three-year commitment to, not only the district constituents, but the University in general.

#### **H. Request for Leave of Absence**

By outlining reasons in writing to the Chairperson of Council, a representative may request a leave of absence from Council membership for a partial period of the representative's term.

The Chairperson of Council will present any request for a leave of absence to the Council at the first meeting following receipt of the request. Upon a two-thirds (16 representatives) affirmative vote of the Council the leave of absence shall be granted and the responsibility of filling the temporary vacancy will be referred to the Election Committee.

#### **I. Attendance Policy**

The Council attendance policy is designed to assure constituents have equal representation to the Council. Representatives are elected to serve the constituents and there is an expectation that they will attend all monthly Council meetings.

In an effort to inform constituents that they are being satisfactorily represented, the Council Secretary will include excused and unexcused absences in the minutes of each monthly meeting.

Excused absences include:

- Illness / Family Emergency
- Work Related
- Vacation
- Jury Duty

Unexcused absences include:

- No notification to an executive officer in advance of a meeting.
- No reason given to an executive officer for an absence.

If a representative has two successive unexcused absences from Council meetings within a six month period, the representative will receive a letter from the Chair of the Council reminding them of their responsibility and inquiring as to their interest in continuing to serve on the Council.

If the representative has a third unexcused absence from another meeting during the successive six months following the date of the Chair's letter, members of the Executive Committee will review the absences and the representative *may* be asked to step down.

If the representative is asked to step down due to excessive absences and chooses not to, a vote of Council representatives will take place at the next regularly scheduled Council meeting regarding the removal of the

representative from Council. Upon a two-thirds (16 representatives) affirmative vote of the Council the representative will be removed.

**J. Guidelines for Proxy Vote**

If a representative cannot attend a scheduled monthly meeting but wishes to participate in the voting process for items included on the agenda, the representative must send a written vote (including a signature) or send an email vote (from the representative's email account) to the Council Chair by 8:00 a.m. the day of the scheduled Council meeting.

A maximum of two proxy votes per representative per year will be allowed.

**K. Petition for Recall**

A representative may be removed by a Petition for Recall. The petition must outline the reason for removal and must be submitted to the Council Chairperson. The petition must also contain the signatures of at least 51% of the constituents in the representative's district.

Upon receipt of the Petition for Recall, the Council Chairperson will inform the representatives of the petition for removal and ask the Election Committee to verify the validity of the signatures. Upon verification of the signatures, the representative shall cease to be a member of Council effective immediately.

**L. Alternate Representatives**

Alternate Representatives will be selected from those candidates from the most recent election that were not elected to Council. The Alternate Representatives will:

1. Serve a one-year term
2. Be used to fill vacancies on Council in their respective districts as they occur
3. Participate in all Council discussions
4. Give any topics of discussion to their district representative for presentation purposes
5. NOT vote on Council business
6. Serve on Council committees, but not required
7. NOT serve as a Council officer during their term
8. Be encouraged to participate in Council events and activities as possible

There will be a minimum of at least three (3) alternate representatives with no more than eight (8) representatives. Should a vacancy occur, the Executive

Committee, in conjunction with the Election Committee, shall select an alternate representative replacement.

## **ARTICLE IV: OFFICERS**

### **A. Qualifications**

The executive officers of Council shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. Officers of Council must be district representatives and will be elected by Council representatives.

For continuity purposes, new representatives elected to Council cannot run for an officer position for the first year of their term unless they are a returning representative, (consecutive terms) or former representative (off Council for no more than 2 years

1. All executive officer positions will be elected each year and assume duties as of June 1<sup>st</sup>.
2. Each office may be held for no more than three consecutive years by the same person.
3. A representative who holds the same office for three consecutive years is eligible to run for other officer positions upon completion of the third year of service.
4. After holding a position for three consecutive years, a representative may run for the same office again only after a one-year absence from the position.

### **B. Nominations and Election Process**

1. Prepare an e-mail welcoming new and returning representatives.
2. Include in the e-mail information about the officer elections that will be held during the last meeting of the election year.
3. Include with the e-mail nomination forms for each executive officer position, a description of each Council officer position, and a list of all current Council representatives.
4. From the nominations received prepare a ballot for each executive officer position.
5. Prior to the meeting, ask a representative of Human Resources to collect and tabulate the votes using prepared ballots. At the beginning of the meeting, proceed with the election beginning with the office of Chairperson followed by the Vice-Chairperson, Secretary, and Treasurer elections.

### **C. Duties of Chairperson**

The Chairperson will:

1. preside at all Council meetings;
2. prepare and distribute agendas for Council meetings;
3. chair Executive Committee meetings;
4. enforce all regulations and policies of Council;
5. bring before Council all matters appropriate for consideration by the group;
6. be available for consultation with the Indiana State University President, Vice Presidents, and Board of Trustees;
7. appoint members of the Council Standing Committees
8. nominate representatives to University Committees;
9. call special meetings of Council when deemed necessary;
10. encourage representatives to attend appropriate University events;
11. assume the duties of the Council Vice Chairperson in his/her absence;
12. vote on motions at Council only in the event of a tie;
13. acquaint his/her successor with the duties and responsibilities of the office of Chairperson of Council.

Rulings by or actions of the Chairperson of Council are subject to discussion by Council and may be changed by a majority vote (16 representatives) of the total membership of Council.

**D. Duties of Vice Chairperson**

The Vice Chairperson will:

1. assume the duties of the Council Chairperson in his/her absence;
2. convene the first meeting of the year for Council standing committees;
3. oversees Council standing committees to assure they are working to accomplish their goals;
4. acquaint his/her successor with the duties and responsibilities of the office of Vice Chairperson of Council.

**E. Duties of Secretary**

The Secretary will:

1. record all resolutions and proceedings of Council meetings;
2. record attendance of representatives at Council meetings;
3. provide Council meeting minutes to Support Staff employees via electronic and/or paper medium;
4. forward to University Archives Council meeting minutes, Bylaws changes, and any other documents as requested by the Executive Committee;
5. maintain an accurate and current copy of Council Bylaws;
6. maintain current year committee records;
7. maintain an accurate and current database of all Support Staff;
8. acquaint his/her successor with the duties and responsibilities of the office of Secretary of Council.

#### **F. Duties of Treasurer**

The Treasurer will:

1. report balances of all accounts to Council at each monthly meeting;
2. pay or cause to be paid all bills as directed by the Executive Committee;
3. reconcile all statements of accounts;
4. prepare an annual financial report of all accounts;
5. acquaint his/her successor with the duties and responsibilities of the office of Treasurer.

#### **G. Resignation of Officer**

If an officer should resign, the following should occur:

1. If the chair: vice chair will assume all responsibilities of chair and a new vice chair shall be elected
2. If the vice chair, secretary or treasurer resign, one of the remaining officers may assume the duties until an election can be held at the next council meeting

#### **H. Petition for Recall**

An executive officer may be removed by a Petition for Recall which outlines the reason for removal and is submitted to the Chair of the Election Committee. The petition must contain the signatures of a majority (51%) of Council representatives.

Upon receipt of the Petition for Recall, the Election Committee Chair will verify the validity of the signatures and inform the officer of the petition for removal. The Petition for Recall will be presented at the next regular Council meeting. Upon an affirmative vote of two-thirds (16 representatives) the representative shall cease to be an officer of Council effective immediately. The vacancy will be referred to the election committee.

## **ARTICLE V: MEETINGS**

Every effort will be made to use reasonable and responsible judgment in the scheduling of meetings.

### **A. Regular Council Meetings**

Regular meetings of the Council are open to the public and will be held on a designated day of each month of the year. A minimum for the transaction of business shall be a minimum two-thirds (16 representatives) of Council.

### **B. Special Council Meetings**

The Council Chairperson shall call special meetings of the Council when deemed necessary. A minimum for the transaction of business shall be two-thirds (16 representatives) of the Council.

### **C. Constituency Meetings**

At least one annual meeting of the Council's constituents will be held each year. Any representative may call a meeting of his/her respective district constituents.

### **D. Rep Sessions**

Bi-annual rep sessions may be planned by the Employee Relations Committee.

## **ARTICLE VI: COUNCIL COMMITTEES**

### **A. Executive Committee**

1. Shall be comprised of the officers of the Council and shall meet at the discretion of the Council Chairperson.
2. Shall act on behalf of the Council between regular Council meetings as necessary. The Executive Committee must report to Council any action taken. The Executive Committee may not take any action which is contrary to prior actions of Council.

### **B. Standing Committees**

#### **Committee Guidelines**

1. Members of standing committees shall be appointed by Council Chair upon recommendations of the Executive Committee. In

addition to representatives, Council officers may appoint persons outside Council to serve on standing committees. The term of service shall be one year.

2. Each committee will elect its own Chairperson at the first meeting of the year, which will be convened by the Vice Chairperson of Council.
3. A budget will be available for each committee for promotion and purchase of items needed for COUNCIL events. Once the budget for a committee is approved by full Council, the Chair of the committee will have authority to make expenditures from the budget. If a purchase will cause the committee's budget to be overdrawn, the Committee Chair is expected to bring the issue to the Executive Committee for approval prior to the purchase. The expense will be reported at the next regular Council meeting.
4. Final drafts of committee proposals require Council approval.
5. Standing committees will submit minutes from each meeting to the Secretary of Council at least one week prior to the monthly Council meeting
6. Each standing committee will, upon request, act as a resource to the other standing committees or Council.
7. Each standing committee will submit an annual report of activities for inclusion in the Support Staff Council Annual Report no later than one week after the Council's annual meeting.

Failure to abide by the above provisions may result in the committee chairperson and/or committee members being removed and the selection of a new committee chairperson and/or members by the Executive Committee.

#### **Election Committee**

1. Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
2. Shall assume responsibility for carrying out representative elections and/or replacement as specified in Article III, Section II.
3. Shall convene and conduct the election of officers.
4. members shall be representatives that are not seeking reelection this year (if possible)

#### **Employee Relations Committee**

1. Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
2. Shall serve as an advisory body to the Council in reference to improvements in working conditions and the environment for support staff employees.
3. Shall explore professional development opportunities for all support staff employees.
4. Upon request, shall assist support staff employees through grievance procedures as outlined in the Indiana State University Handbook. (See Article VII.)
5. Shall aid in the employee orientation process.

#### **Public Relations Committee**

1. Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
2. Shall coordinate all publicity for Council.
3. Shall promote positive recognition of the support staff.
4. Shall appoint a member to maintain the Support Staff Council website in collaboration with the Executive Committee.

#### **Employee Benefits Committee**

1. Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
2. Shall serve as an advisory body to the Council in reference to salary and employee benefits.
3. Shall review and prepare recommendations regarding adjustments to employee benefit programs for support staff and report its findings to Council.
4. With approval from Council shall initiate correspondence with outside constituencies regarding salary and employee benefits.

#### **Scholarship Committee**

1. Shall be comprised of at least eight (8) support staff employees, one from each of the eight (8) districts.
2. Shall coordinate the scholarship application process.

3. Shall act as the awarding body for the Scholarship Fund.  
(See Article IX.)
4. Shall research and implement a process of fundraising for the Support Staff Scholarship Fund.
5. Will keep the Executive Committee apprised of all scholarship activity.

## **C. Other Committees**

### **Special Committees**

Representatives and other support staff at ISU will be appointed to special committees by the Executive Committee as needed.

### **University Committees**

Support staff employees serve on University committees by Presidential appointment. The Executive Committee will recommend support staff for these committees to the President or his/her designee. Support staff representatives on University committees shall present committee reports to Council as requested.

### **Presidential Committees and Taskforces**

Presidential committees and taskforces are University committees assembled by Indiana State University Presidential order. The length of service varies for each taskforce. Council representatives to Presidential committees and taskforces shall present reports to Council as requested.

## **Article VII**

### **SUPPORT STAFF GRIEVANCE POLICY AND PROCEDURES**

#### **Grievance Policy**

This policy will provide the employee (current or previous) formal grievance procedures designed to provide a review of the grievance and to recommend a resolution(s) of the grievance. This policy will provide the employee (current or previous) with a representative to help with the procedures. This policy covers Support Staff employees who are either regular full-time with benefits (37.5/40 hours per week) or regular part-time with benefits (20 or more hours per week). The policy also covers former Support Staff employees who bring forward a grievance that occurred during University employment within ten (10) working days of termination. This policy does not apply to Support Staff employees during their introductory period.

#### **Representatives to the Grievant**

Human Resources will contact the Support Staff Council Chair who will assign the employee a representative. The representative will be a trained member of the Support Staff Grievance Appeals Committee. The employee's representative can give assistance with understanding the policy, filling out the grievance form, writing a statement, and attending the Grievance Appeals hearing with Grievant.

#### **Grievance Appeals Committee**

The Grievance Appeals Committee will be made up of twenty-four (24) members based on an application process. The applicants are from areas (districts) represented by the Support Staff Council. The selection of the Committee members is made by the Human Resources Employee Relations representative and the Support Staff Chair, ensuring a diverse pool for approval by the University President. A pool of five (5) alternate members to serve on the Committee in the event of terminations or emergencies is maintained. The list of the recommended twenty-four (24) Committee members and alternates is sent to the University President for approval. The University President will notify Committee members of their appointment by letter. The members will serve a three year appointment. After selection, a pool of five (5) trained Grievance Appeals Panel Chairs will be chosen from the list of twenty-four (24) Committee members. Human Resources will conduct an annual mandatory training session for all members of the Committee, Panel Chairs, and alternates. 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. The Human Resources Employee Relations representative will select at random five (5) Committee members and one (1) Panel Chair to serve on each Grievance Appeals Panel hearing. Any member may, with good cause, disqualify himself/herself in a particular Grievance Appeals hearing.

## **Confidentiality**

Information generated in the course of reviews of grievances brought under this policy will be given the full extent of confidentiality accorded by law. Any person who improperly reveals such confidential information will be subject to disciplinary action, which can include dismissal.

## **Discrimination**

Sexual harassment and other illegal discrimination based on sex, race, age, national origin, sexual orientation, religion, disability, or veteran status will not be tolerated. Complaints of illegal discrimination will be administered pursuant to the ISU Affirmative Action policies and procedures. Anyone who may be the victim of such harassment or discrimination should report such matters to the Indiana State University Affirmative Action Office. (See University Handbook, Appendix H)

## **Protection of Participants**

In order that employees may express opinions and views freely and responsibly, this policy prohibits any act of reprisal against a University employee for filing a grievance or against other persons for participating in the grievance process. Such acts of reprisal constitute in themselves violations of this policy and will result in prompt disciplinary action that may include dismissal. It is also a violation of this Policy to file a frivolous grievance, a grievance based on false or misleading information, or to harass any employee. Any person filing a frivolous grievance, a grievance based on misleading information, or harassing any employee concerning a grievance will be subject to disciplinary action, that may include dismissal.

## **Grievance Procedure for Current Employees**

### **Step I**

It is the responsibility of a current employee if an issue or concern arises, to make an appointment to speak with the employee's immediate supervisor within two (2) weeks of the incident. If the employee is uncomfortable in arranging or cannot arrange an appointment with their immediate supervisor, the employee should call the Human Resources Employee Relations representative to have an appointment set up. Human Resources will contact the Support Staff Council Chair who will assign the employee a representative. The representative will be a trained member of the Grievance Appeals Committee. The employee's representative can give assistance with understanding the policy, filling out the grievance form, writing a statement and attending the Grievance Appeals hearing with Grievant. During the appointment with the supervisor, the following steps need to be taken:

- State the issue in an accurate written statement.
- Have witnesses to the facts if available, or their written statements.

- Take notes of the discussion.

As the current employee's supervisor, during the appointment with the employee, the following steps need to be taken:

- Listen to the employee's explanation of the issue
- Document details as provided by the employee and yourself (supervisor).

As the current employee's supervisor, after the discussion with the employee the following steps need to be taken:

- Interview witnesses who were involved or observed the issue at hand.
- Document information provided by witnesses interviewed.
- Give a decision in writing on the issue or concern to the Support Staff employee and hand deliver copy to Human Resources within five (5) working days.

## Step II

If the grievance is not resolved by direct communication between the employee and the supervisor, it is the employee's responsibility to contact the Human Resources Employee Relations representative to begin Step II of the procedure. Step II will begin the formal portion of the procedure. A copy of the procedure and the necessary form will be given to the employee by Human Resources. The employee is responsible for filling out the form and giving it to Human Resources within five (5) working days after the meeting with the supervisor. The employee shall then be known as the Grievant.

Include in the grievance form the following information:

- Where the incident occurred.
- When the incident occurred.
- Witnesses and contact information to the incident.
- Facts and exact information concerning the incident.
- Suggested resolution

Human Resources will hand deliver the form to the appropriate supervisor by 4:30 p.m. of the next business day. If the grievance is against the Grievant's immediate supervisor, Human Resources will begin the procedure with the appropriate next level supervisor. At any step during the process the parties may mutually agree in writing to extend the time limits. After the Grievance form is received, the supervisor must respond in writing their response within five (5) working days to Human Resources.

Record the following:

- Where the incident occurred.
- When the incident occurred.
- Witnesses and contact information to the incident.
- Facts and exact information concerning the incident.

### Step III

If after the supervisor responds the grievance is not resolved, the Grievant may ask to have the grievance submitted to the appropriate Vice President within five (5) days of the receipt of the response. It is the employee's responsibility to contact the Human Resources Employee Relations representative to begin Step III of the procedure and Human Resources will hand deliver the grievance to the Vice President by 4:30 pm of the next business day. The Vice President will review the matter and may consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will hand deliver copies of the response to the Grievant and the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

## **Grievance Procedure for Previous Employee**

### Step I

It is the responsibility of the previous ISU employee (Grievant) to contact the Human Resources Employee Relations representative regarding the Grievance Policy within ten (10) working days of termination. Human Resources will contact the Support Staff Council Chair who will assign the Grievant a representative. The Grievant's representative can give assistance with understanding the policy, filling out the grievance form, writing a statement, and attending the Grievance Appeals hearing with the Grievant. The Grievant is responsible for filling out the form provided by Human Resources initiating the formal grievance procedure. Human Resources will hand deliver the grievance to the appropriate Vice President and a copy to the immediate supervisor by 4:30 pm of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

Include in the grievance form the following information:

- Where the incident occurred.
- When the incident occurred.
- Witnesses and contact information to the incident.
- Facts and exact information concerning the incident.
- Suggested Resolution.

As a supervisor, the following steps need to be taken:

- Read the Grievance form as completed by the Grievant.
- Wait for the Vice President's decision on the grievance.

### Step II

The Vice President will review the grievance and may consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will mail the response to the Grievant by certified mail. Human Resources will also hand deliver a copy to the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

### **Grievance Appeals Hearing**

If the grievance is not resolved, the Grievant may advise the Human Resources Employee Relations representative to pursue the grievance by scheduling a hearing between the Grievant and immediate supervisor(s) with the Grievance Appeals Panel within five (5) working days of receipt of the response from the Vice President.

During the five day time period, the Grievant and Supervisor will contact witnesses to attend the hearing or obtain their written account of the incident. The Grievant will submit a list of witnesses and relevant documentation to Human Resources prior to the hearing. The Grievant and Supervisor will need to have a written statement to read at the hearing which includes the following:

- Where the incident occurred.
- When the incident occurred.
- Witnesses and contact information to the incident.
- Facts and exact information concerning the incident.

Human Resources will choose five (5) Grievance Appeals Committee members and one (1) Panel Chair randomly to serve on the Panel and preside at the hearing. Human Resources will set the time and place for the grievance hearing and the Grievance Appeals Panel Chair will conduct the hearing. When the hearing is convened, the Grievance Appeals Committee members, Panel Chair, the Grievant, his/her representative, supervisor, his/her representative, Human Resources representative, and the Support Staff Council Chair shall be present. Witnesses for the Grievant and/or supervisor shall only be present in the hearing during the time their testimony is requested. The Human Resources representative and Support Staff Council Chair will observe the hearing to ensure that the hearing is conducted in a manner that provides each side an opportunity to present his/her position to the Grievance Appeals Panel.

The Grievant will read their written statement, answer questions, and could have follow-up questions from the Panel. The supervisor will read their written statement, answer questions, and could have follow-up questions from the Panel. At the conclusion of the hearing, the Grievant, supervisor, and witnesses will be dismissed. The Panel will then review information provided during the hearing and make a decision to either accept or reject the Grievant resolution(s) as outlined in the grievance form and/or may provide alternate resolution(s) to resolve the grievance.

The Panel will hand deliver their written decision and/or resolution(s) to Human

Resources using the template provided within five (5) working days of the decision. Human Resources will distribute copies to the University President, Support Staff Council Chair, and Grievant.

### **Final Determination**

Upon receipt of the Panel's written decision and/or resolution(s), the University President will review and submit in writing his decision within ten (10) working days of the Panel's recommendation(s) to Human Resources. The University President may seek further consultation including, but not limited to, the appropriate Vice President, the Support Staff Council Chair, and the Human Resources representative.

Upon delivery of the President's decision, the grievance procedure is complete and Human Resources will hand deliver copies to the Grievant, appropriate Vice President, Support Staff Council Chair, and the Grievance Appeals Panel Chair by 4:30 p.m. of the next business day.

## **The Role of the Grievant (Current ISU Employee) And the Grievance Process**

**NOTE: Please read all the information provided.**

### **Step I**

It is the responsibility of the current employee if an issue or concern arises, to make an appointment to speak with the employee's immediate supervisor within two (2) weeks of the incident. If the employee is uncomfortable in arranging or cannot arrange an appointment with their immediate supervisor, the employee should call Human Resources (Employee Relations 237-4115) to have an appointment set up. Human Resources will contact the Support Staff Council Chair who will assign the employee a representative. The representative will be a trained member of the Grievance Appeals Committee. The employee's representative can give assistance with understanding the policy, filling out the grievance form, and writing a statement.

**As a current employee during the appointment with the supervisor, the following steps need to be taken:**

- **State the issue in an accurate written statement.**
- **Have witnesses to the facts if available, or their written statements.**
- **Take notes of the discussion.**

### **Step II**

If the grievance is not resolved by direct communication between the employee and the supervisor, **it is the employee's responsibility to contact Human Resources (Employee Relations 237-4115) to begin Step II of the procedure. Step II will begin the formal portion of the procedure. A copy of the procedure and the necessary form will be given to the employee by Human Resources. The employee is responsible for filling out the form and giving it to Human Resources within five (5) working days after the meeting with the supervisor. The employee shall then be known as the Grievant.**

**Include in the grievance the following information:**

- **Where the incident occurred.**
- **When the incident occurred.**
- **Witnesses and contact information to the incident.**
- **Facts and exact information concerning the incident.**
- **Suggested resolution**

Human Resources will hand deliver the form to the appropriate supervisor by 4:30 p.m. of the next business day. At any step during the process, the parties may mutually agree, in writing to extend the time limits.

After the Grievance form is received by the supervisor, the supervisor must respond in writing their response within five (5) working days of receipt of the grievance. If the grievance is against the Grievant's immediate supervisor, Human Resources will begin the procedure with the appropriate next level supervisor. At any step during the process the parties may mutually agree in writing to extend the time limits.

### Step III

If after the supervisor responds the grievance is not resolved, **the Grievant may ask to have the grievance submitted to the appropriate Vice President within five (5) days of the receipt of the response. It is the Grievant responsibility to contact Human Resources to begin this step and Human Resources will hand deliver the grievance to the Vice President by 4:30 pm of the next business day.** The Vice President will review the matter and may consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will hand deliver copies of the response to the Grievant and the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

### Grievance Appeals Hearing

If the grievance is not resolved, **the Grievant may advise Human Resources to pursue the grievance by scheduling a hearing between the Grievant and immediate supervisor (s) with the Grievance Appeals Panel within five (5) working days of receipt of the response from the Vice President.**

**During the five day time period, the Grievant will contact witnesses to attend the hearing or obtain their written account of the incident. The Grievant will submit a list of witnesses and relevant documentation to Human Resources prior to the hearing. The Grievant will need to have a written statement to read at the hearing which includes the following:**

- **Where the incident occurred.**
- **When the incident occurred.**
- **Witnesses and contact information to the incident.**
- **Facts and exact information concerning the incident.**

Human Resources will choose five (5) Grievance Appeals Committee members randomly to serve on this Panel and preside at the hearing. Human Resources will set the time and place for the grievance hearing and the Grievance Appeals Panel will conduct the hearing. A Human Resources representative and the Support Staff Council Chair will observe the hearing to ensure that the hearing is conducted in a manner that provides each side an opportunity to present his/her position to the Grievance Appeals Panel. **The Grievant will read their written statement, answer questions, and could have follow-up questions from the Panel.** The supervisor will read their written statement, answer questions, and could have follow-up questions from the Panel. At the conclusion of the hearing, the Grievant, supervisor, and witnesses will be dismissed. The Panel will then review information provided during the hearing and make a decision

to either accept or reject the Grievant resolution(s) as outlined in the grievance form and/or may provide alternate resolution(s) to resolve the grievance.

The Panel will hand deliver their written decision and/or resolution(s) using the template provided to Human Resources within five (5) working days of the decision. Human Resources will distribute copies to the University President, Support Staff Council Chair, and Grievant. The President will review and submit in writing his decision within ten (10) working days of the Panel's recommendation(s) to Human Resources. Human Resources will hand deliver copies to the Grievant, appropriate Vice President, Support Staff Council Chair, and the Grievance Appeals Panel Chair by 4:30 p.m. of the next business day.

Upon delivery of the President's decision, the grievance procedure is complete.

NOTE: If the employee does not follow the University's Grievance Procedures, no legal recourse may be available.

## **The Role of the Grievant (Previous ISU Employee) And the Grievance Process**

**NOTE: Please read all the information provided.**

### Step I

It is the responsibility of the previous ISU employee (Grievant) to contact Human Resources (Employee Relations 237-4115) regarding the Grievance Policy within ten (10) working days of termination. Human Resources will contact the Support Staff Council Chair who will assign the Grievant a representative. The Grievant representative can give assistance with understanding the policy, filling out the grievance form, and writing a statement. The Grievant is responsible for filling out the form provided by Human Resources initiating the grievance. Human Resources will hand deliver the form to the appropriate Vice President and a copy to the immediate supervisor by 4:30 pm of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

Include in the grievance form the following information:

- **Where the incident occurred.**
- **When the incident occurred.**
- **Witnesses and contact information to the incident.**
- **Facts and exact information concerning the incident.**
- **Suggested Resolution.**

### Step II

The Vice President will review the grievance and may consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will mail the response to the Grievant by certified mail. Human Resources will also hand deliver a copy to the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

### Grievance Appeals Hearing

If the grievance is not resolved, the Grievant may advise Human Resources to pursue the grievance by scheduling a hearing between the Grievant and the Grievant previous immediate supervisor(s) with the Grievance Appeals Panel within five (5) working days of receipt of the response from the Vice President.

**During the five day time period, the Grievant will contact witnesses to attend the hearing or obtain their written account of the incident. The Grievant will submit a list of witnesses and relevant documentation to Human Resources prior to the hearing. The Grievant will need to have a written statement to read at the hearing which includes the following:**

- **Where the incident occurred.**
- **When the incident occurred.**
- **Witnesses and contact information to the incident.**
- **Facts and exact information concerning the incident.**
- **Suggested Resolution.**

Human Resources will choose five (5) Grievance Appeals Committee members randomly to serve on this Panel and preside at the hearing. Human Resources will set the time and place for the grievance hearing and the Grievance Appeals Panel will conduct the hearing. A Human Resources representative and the Support Staff Council Chair will observe the hearing to ensure that the hearing is conducted in a manner that provides each side an opportunity to present his/her position to the Grievance Appeals Panel. The Grievant will read their written statement, answer questions, and could have follow-up questions from the Panel. **The supervisor will read their written statement, answer questions, and could have follow-up questions from the Panel.** At the conclusion of the hearing, the Grievant, supervisor, and witnesses will be dismissed. The Panel will then review information provided during the hearing and make a decision to either accept or reject the Grievant resolution(s) as outlined in the grievance form and/or may provide alternate resolution(s) to resolve the grievance.

The Panel will hand deliver their written decision and/or resolution(s) using the template provided to Human Resources within five (5) working days of the decision. Human Resources will distribute copies to the University President, Support Staff Council Chair, and Grievant. The President will review and submit in writing his decision within ten (10) working days of the Panel's recommendation(s) to Human Resources. Human Resources will send the decision by certified mail to the Grievant. Human Resources will also hand deliver copies to the appropriate Vice President, Support Staff Council Chair, and the Grievance Appeals Panel Chair by 4:30 p.m. of the next business day.

Upon delivery of the President's decision, the grievance procedure is complete.

NOTE: If the employee does not follow the University's Grievance Procedures, no legal recourse may be available.

## **The Role of the Supervisor (Current Employee) and the Grievance Process**

**NOTE: Please read all the information provided.**

### **Step I**

It is the responsibility of the current employee if an issue or concern arises, to make an appointment to speak with the employee's immediate supervisor within two (2) weeks of the incident. If the employee is uncomfortable in arranging or cannot arrange an appointment with their immediate supervisor, the employee should call Human Resources (Employee Relations 237-4115) to have an appointment set up. Human Resources will contact the Support Staff Council Chair who will assign the employee a representative. The representative will be a trained member of the Grievance Appeals Committee. The employee's representative can give assistance with understanding the policy, filling out the grievance form, and writing a statement.

**As the current employee's supervisor, during the appointment with the employee, the following steps need to be taken:**

- **Listen to the employee's explanation of the issue**
- **Document details as provided by the employee and yourself (supervisor).**

**As the current employee's supervisor, after the discussion with the employee the following steps need to be taken:**

- **Interview witnesses who were involved or observed the issue at hand.**
- **Document information provided by witnesses interviewed.**
- **Give a decision in writing on the issue or concern to the Support Staff employee and hand deliver copy to Human Resources within five (5) working days.**

### **Step II**

If the grievance is not resolved by direct communication between the employee and the supervisor, it is the employee's responsibility to contact Human Resources (Employee Relations 237-4115) to begin Step II of the procedure. Step II will begin the formal portion of the procedure. The employee is responsible for filling out the form and giving it to Human Resources within five (5) working days after the meeting with the supervisor. The employee shall then be known as Grievant. Human Resources will hand deliver the form to the appropriate supervisor by 4:30 p.m. of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

**After the Grievance form is received, the supervisor must respond in writing their response within five (5) working days to Human Resources.**

**Record the following:**

- **Where the incident occurred.**
- **When the incident occurred.**
- **Witnesses and contact information to the incident.**
- **Facts and exact information concerning the incident.**

Step III

If after the supervisor responds the grievance is not resolved, the Grievant may ask to have the grievance submitted to the appropriate Vice President within five (5) days of the receipt of the response. It is the Grievant's responsibility to contact Human Resources to begin this step and Human Resources will hand deliver the grievance to the Vice President by 4:30 pm of the next business day. The Vice President will review the matter and may consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will hand deliver copies of the response to the Grievant and the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

Grievance Appeals Hearing

If the grievance is not resolved, the Grievant may advise Human Resources to pursue the grievance by scheduling a hearing between the Grievant and immediate supervisor(s) with the Grievance Appeals Panel within five (5) working days of receipt of the response from the Vice President.

**During the five day time period, the supervisor will contact witnesses to attend the hearing or obtain their written account of the incident. The supervisor will submit a list of witnesses and relevant documentation to Human Resources prior to the hearing. The supervisor will need to have a written statement to read at the hearing which includes the following:**

- **Where the incident occurred.**
- **When the incident occurred.**
- **Witnesses and contact information to the incident.**
- **Facts and exact information concerning the incident.**

Human Resources will choose five (5) Grievance Appeals Committee members randomly to serve on this Panel and preside at the hearing. Human Resources will set the time and place for the grievance hearing and the Grievance Appeals Panel will conduct the hearing. A Human Resources representative and the Support Staff Council Chair will observe the hearing to ensure that the hearing is conducted in a manner that provides each side an opportunity to present his/her position to the Grievance Appeals Panel. The Grievant will read their written statement, answer questions, and could have follow-up questions from the Panel. **The supervisor will read their written statement, answer questions, and could have follow-up questions from the Panel.** At the conclusion of the hearing, the Grievant, supervisor, and witnesses will be dismissed. The Panel will then review information provided during the hearing and make a decision

to either accept or reject the Grievant resolution(s) as outlined in the grievance form and/or may provide alternate resolution(s) to resolve the grievance.

The Panel will hand deliver their written decision and/or resolution(s) using the template provided to Human Resources within five (5) working days of the decision. Human Resources will distribute copies to the University President, Support Staff Council Chair, and Grievant. The President will review and submit in writing his decision within ten (10) working days of the Panel's recommendation(s) to Human Resources. Human Resources will hand deliver copies to the Grievant, appropriate Vice President, Support Staff Council Chair, and the Grievance Appeals Panel Chair by 4:30 p.m. of the next business day.

Upon delivery of the President's decision, the grievance procedure is complete.

NOTE: If the employee does not follow the University's Grievance Procedures, no legal recourse may be available.

## **The Role of the Supervisor (Previous Employee-Grievant) and the Grievance Process**

**NOTE: Please read all the information provided.**

### Step I

It is the responsibility of the previous ISU employee (Grievant) to contact Human Resources (Employee Relations 237-4115) regarding the Grievance Policy within ten (10) working days of termination. Human Resources will contact the Support Staff Council Chair who will assign the Grievant a representative. The Grievant's representative can give assistance with understanding the policy, filling out the grievance form, and writing a statement. The Grievant is responsible for filling out the form provided by Human Resources initiating the grievance. Human Resources will hand deliver the form to the appropriate Vice President and a copy to the immediate supervisor by 4:30 pm of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

**As a supervisor, the following steps need to be taken:**

- **Read the Grievance form as completed by the Grievant.**
- **Wait for the Vice President's decision on the grievance.**

### Step II

The Vice President will review the grievance and may consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will mail the response to the Grievant by certified mail. Human Resources will also hand deliver a copy to the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties may mutually agree in writing to extend the time limits.

### Grievance Appeals Hearing

If the grievance is not resolved, the Grievant may advise Human Resources to pursue the grievance by scheduling a hearing between the Grievant and the Grievant's previous immediate supervisor (s) with the Grievance Appeals Panel within five (5) working days of receipt of the response from the Vice President.

**During the five day time period, the supervisor will contact witnesses to attend the hearing or obtain their written account of the incident. The supervisor will submit a list of witnesses and relevant documentation to Human Resources prior to the hearing. The supervisor will need to have a written statement to read at the hearing which includes the following:**

- **Where the incident occurred.**
- **When the incident occurred.**
- **Witnesses and contact information to the incident.**
- **Facts and exact information concerning the incident.**

Human Resources will choose five (5) Grievance Appeals Committee members randomly to serve on this Panel and preside at the hearing. Human Resources will set the time and place for the grievance hearing and the Grievance Appeals Panel will conduct the hearing. A Human Resources representative and the Support Staff Council Chair will observe the hearing to ensure that the hearing is conducted in a manner that provides each side an opportunity to present his/her position to the Grievance Appeals Panel. The Grievant will read their written statement, answer questions, and could have follow-up questions from the Panel. **The supervisor will read their written statement, answer questions, and could have follow-up questions from the Panel.** At the conclusion of the hearing, the Grievant, supervisor, and witnesses will be dismissed. The Panel will then review information provided during the hearing and make a decision to either accept or reject the Grievant resolution(s) as outlined in the grievance form and/or may provide alternate resolution(s) to resolve the grievance.

The Panel will hand deliver their written decision and/or resolution(s) using the template provided to Human Resources within five (5) working days of the decision. Human Resources will distribute copies to the University President, Support Staff Council Chair, and Grievant. The President will review and submit in writing his decision within ten (10) working days of the Panel's recommendation(s) to Human Resources. Human Resources will send the decision by certified mail to the Grievant. Human Resources will also hand deliver copies to the appropriate Vice President, Support Staff Council Chair, and the Grievance Appeals Panel Chair by 4:30 p.m. of the next business day.

Upon delivery of the President's decision, the grievance procedure is complete.

NOTE: If the employee does not follow the University's Grievance Procedures, no legal recourse may be available.

## **The Role of Human Resources and The Grievance Process**

1. The Human Resources representative will work with the Support Staff Chair and University President to appoint a standing Grievance Appeals Committee. Following is a list of steps Human Resources will follow in attracting a diverse pool of applicants for the committee:
  - Prepare a global e-mail with an attached application for membership on the Committee
  - Facilitate the selection of twenty-four (24) of the applicants from areas represented by the Support Staff Council with the help of the Support Staff Chair ensuring a diverse pool for the University President.
  - Develop a pool of trained Committee Chairs from the list of 24 committee members
  - Develop a pool of alternate members to serve on the committee in the event of terminations or emergencies
  - Forward the list of recommended twenty-four (24) and members and alternates to the University President for approval.
  - Notify Committee members of their appointment by letter. The Committee members will be serving a three year appointment.
  - Train entire Support Staff Council and Grievance Appeals Committee annually
  
2. Facilitation of the Grievance Process to the current employee/Grievant
  - Schedule appointment between employee and supervisor at employee's request
  - Notifies Support Staff Council Chair to assign a representative for the employee/Grievant
  - Notifies Grievant that the Support Staff Council Chair has been notified
  - Explain the grievance process and completion of the grievance form to the employee
  - Hand deliver the completed grievance form and correspondence to supervisor/Vice President by 4:30 pm of the next business day
  - Provide reminders to the current employee/Grievant of approaching deadlines for continuing the grievance process.
  - Collect all correspondence for distribution
  - Record progress of grievance form and hand deliver to next recipient(s) if applicable by 4:30 pm of the next business day
  
3. Facilitation of the Grievance Process to the previous employee/Grievant
  - Notifies Support Staff Council Chair to assign a representative for the employee/Grievant
  - Notifies Grievant that the Support Staff Council Chair has been notified
  - Explanation of the grievance form/process to the employee

- Hand deliver grievance form and correspondence to supervisor/Vice President by 4:30 pm of the next business day
  - Provide reminders to current employee/Grievant for timely paperwork
  - Collect all correspondence for distribution
  - Record progress of grievance form and hand deliver to next recipient(s) if applicable by 4:30 pm of the next business day
4. Facilitation of the Grievance Process to the Supervisor
- Explanation of the grievance form/process to the supervisor
  - Hand deliver grievance form and correspondence to proper supervisor by 4:30pm of the next business day
  - Provide reminders to supervisors for timely paperwork
  - Collect all correspondence for distribution
  - Notifies the Grievant and solicits the Grievant's response
  - Record progress of grievance form and hand deliver to next recipient(s) if applicable by 4:30 pm of the next business day
5. Facilitation of the Grievance Process to the Vice President
- Hand deliver grievance form and correspondence to the appropriate Vice president by 4:30pm of the next business day
  - Act as a resource for the Vice President for information and draft of the response
  - Collect response and all correspondence for distribution
  - Notify the Grievant and solicit the Grievant's response
  - Record progress of grievance form and hand deliver to Grievance Appeals Panel if applicable by 4:30 pm of the next business day
6. Preparation for the Grievance Hearing
- Discuss the hearing process with the Grievant/supervisor
  - Set the date, schedule rooms, and develop the agenda within five (5) working days
  - Determine Grievance Appeals Panel upon availability and check for conflicts of interest
  - Notify and hand deliver copies of information and grievance form to each Panel member
  - Notify and hand deliver copies of information and grievance form to Grievance Appeals Panel Chair from pool of trained Chairs
  - Notify and hand deliver copies of information and grievance form to Support Staff Council Chair or designee
  - Notify and/or hand deliver copies of information and grievance form to Grievant and solicit witness list
  - Notify and hand deliver copies of information and grievance form to the Supervisor and solicit witness list
7. Grievance Hearing

- Arrive early to set up room(s), etc.
- Discuss with the Panel the guidelines for the grievance process
- Greet Grievant and place in separate room
- Greet Supervisor and place in separate room
- Facilitate the hearing, be a resource for the Panel for clarification, University policy, Handbook issues, etc., ensure the process is consistent for both parties and hearing is kept to the task. Act in an advisory role only along with Support Staff Council Chair.
- Once all parties have testified and Panel has no further questions, release the parties.
- Act as a resource and keep Panel on task for deliberation process along with Support Staff Council Chair.
- Distribute copies of the Panel's decision to the President, Support Staff Council Chair, and Grievant. .

8. Final Disposition and Response from the President:

- Act as a resource for the President should he desire to consult with various parties regarding the grievance.
- Provide example drafts of responses for the President
- Distribute copies of the President's decision to the Grievant, appropriate Vice President, Support Staff Council Chair, and the Grievance Appeals Panel Chair

## **The Role of the Grievance Appeals Panel And the Grievance Process**

1. The panel shall be made up of five members of the Grievance Appeals Committee.
2. The panel will be appointed a chairperson from the pool to guide the hearing, give the order of the hearing, and to guide the deliberations of the panel in arriving at its decision.
3. The panel shall allow two neutral parties at the hearing, the Support Staff Council Chair or designated representative and a representative of the Human Resources department. They are there to help with procedural issues and are not to be a part of the hearing process.
4. The panel shall allow any other representatives brought by the grievant to only observe at the hearing during the times the grievant is in room, and are not a part of the hearing process. This does not include witnesses that may be directly involved in the grievance hearing. Witnesses will be listed on the agenda.
5. The panel shall conduct an informal hearing process and the panel should insure that the parties are made as comfortable as possible.
6. The panel will limit the hearing to the issue stated in the top section of the grievance form.
7. The panel will not permit direct questioning by one party of the other. Care must be taken to insure a confrontational attitude is not allowed.
8. Once the hearing is completed, the panel should have an understanding of the grievance and the remedy requested in the grievance.
9. Because this is a personnel matter, all information and testimony presented in this proceeding is considered confidential. All parties present should not discuss or share any information outside these Grievance proceedings.
10. The Chair of the panel shall, with the consent of the panel, submit the decision in writing using the Grievance decision letter template and submit to assigned Human Resources representative within five (5) working days.

## **ARTICLE VIII: Eligibility and Screening Criteria for Support Staff Scholarship**

Any ISU support staff employee is eligible to receive a Support Staff Scholarship if he/she:

1. currently holds a benefits-eligible support staff position;
2. has been employed by ISU as a benefits-eligible support staff employee for 12 consecutive months prior to submission of the application;
3. is in good standing with the University; and
4. is enrolled in classes for the upcoming academic year.

Support staff employees who already have college credits must also have a cumulative GPA of 2.50 or higher.

Scholarships will be awarded based on three equally weighted criteria:

1. financial need;
2. accumulated credit hours;
3. GPA.

The number of scholarships to be awarded will be determined by the amount of money available for disbursement. Each recipient will receive \$150 for the Fall semester and \$150 for the Spring semester. Any unclaimed awards will be returned to the Support Staff Scholarship Fund disbursement account.

## ARTICLE IX: SYCAMORE STAFF AWARD

**Purpose:** The Sycamore Staff Award will recognize a support staff employee who contributes to the overall mission and success of Indiana State University.

**Who May be nominated:** The Sycamore Staff Award is open to all benefits-eligible support staff (full and part-time) who have been employed with the Indiana State University for at least one full year. Support staff employees who have previously received the award cannot be eligible again for a three year period. If the nominee leaves the University or leaves the support staff before award is given, an alternate will be chosen.

**Nomination Process:** Nominations will be made by any benefits-eligible support staff. All nominations will be confidential. The nomination process will be open from April 1 until May 1 of each year. The nomination form will be available on the Support Staff Council website. Completed nomination forms are submitted to the current Chair of Support Staff Council. The Sycamore Staff Award is sponsored by the Support Staff Council, who will serve as the selection committee. If anyone from the Council is nominated, they would abstain from voting.

### **Criteria:**

- 1) Attitude-demonstrates an outstanding personal and professional interaction with co-workers, faculty, students, and visitors of Indiana State University.
- 2) Service-provides a continual demonstration of outstanding service in all their activities and responsibilities within their department, within the University community, and the Community at large.
- 3) Engagement-provides outstanding resourcefulness, innovation, and creativity in all their activities and responsibilities within their department, within the University community, and the Community at large.
- 4) Contribution-contributes to and supports the Support Staff Council by their attitude, service, and engagement.

**Presentation of Award:** The Sycamore Staff Award will be presented and celebrated once a year at the Support Staff Council Annual Meeting held in May. All nominees will be invited and the award recipient will be recognized and presented the award by the Public Relations Chair.

### **Award:**

Cash Award of \$50.00

Certificate

Name will be added to permanent plaque in Council office

## **ARTICLE X: AMENDMENTS TO BYLAWS**

Any member of Council may present in writing an amendment to the Bylaws at any regular Council meeting. After introduction of the proposed amendment, the amendment shall be voted upon at two successive meetings, published in the minutes of those meetings, and must be approved by two-thirds (16 representatives) of the membership of Council at each meeting.

After approval by Council, all amendments shall be presented to the Indiana State University President for review, then to the Indiana State University Board of Trustees for final approval.