

E-3g(7) PROCEDURE Grievance Procedure

Step 6. A prehearing conference shall be held at least five (5) days prior to the Board hearing. The grievant and his/her representatives and the College and its representatives shall discuss and prepare a memorandum for the Board hearing officer/Board Chair including the following:

- a. a brief description of the general nature of the grievance and contention(s) of the parties.
- b. a numerical listing of all exhibits to be presented.
- c. names and addresses of all witnesses who may be called to testify at the Board hearing.
- d. a list of genuinely controverted facts in dispute.
- e. a summary of any documents, reports, or notations from any personnel, supervisor, or other files used by either party.
- f. the order in which the evidence should be presented.

At any time during the prehearing conference, the parties may reach a mutually agreeable decision and terminate the grievance process. The decision will be in writing and binding on both parties.

Step 7. The Board Chair shall determine the procedures to be followed at the hearing. Among other things, the Chair may limit the amount of time which each party will have to present or oppose the grievance. The Chair may specify that the grievance will be presented solely on the basis of written arguments, affidavits and supporting documents, or may permit the parties to testify and call witnesses at the hearing. The Chair may also specify that the hearing will consist of the entire Board, or, as many members of the Board as may be designated by the Board Chair. The Board shall arrange a time and place to take evidence, hear the grievance, and shall issue its decision within ten (10) days after such hearing. A transcript of the proceedings of the meeting may be made, and the cost shall be borne by the party requesting such transcript.

Adopted Date: 07/01/2001