

# UIC POLICIES AND PROCEDURES

NUMBER  
1103

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SUBJECT Assignment of Hearing Officers for Support Staff Grievances Appealed to the Chancellor	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

## PURPOSE

To identify the process for the assignment of hearing officers for support staff grievances appealed to the Chancellor, to establish responsibility and authority of UIC management in the investigation and resolution of grievances, and to insure compliance with University rules and any appropriate labor agreement.

## SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff  
Grievance procedures as specified in collective bargaining agreements

## APPLICABILITY

All UIC units with support staff employees

## POLICY

Upon receipt of an appeal, the Chancellor delegates to the Assistant Vice President of Human Resources the responsibility of responding to support staff grievances appealed to the Chancellor. The Assistant Vice President of Human Resources will establish, train, and maintain a pool of grievance hearing officers to whom support staff grievances may be assigned. The Assistant Vice President of Human Resources also maintains a status report on all grievances.

## PROCEDURES

### RESPONSIBILITY

1. Chancellor's Office
2. Assistant Vice President of Human Resources
3. Hearing Officer

### ACTION

Receives appeal of grievance decision and forwards it to the Assistant Vice President of Human Resources.

Assigns the grievance to a hearing officer.

Receives the grievance and initiates action that may involve conducting a hearing within the time allocated. Seeks an extension of time on behalf of the Chancellor, when necessary. Check the

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- Assistant Vice President of Human Resources

appropriate labor agreement relative to these provisions.

Sends written response to the grievant, the Chancellor, and any other parties involved.

Maintains a status report on grievances and submits it quarterly to the Chancellor and Vice Chancellor for Administrative Services.