I. PURPOSE:

The UW – Platteville (UWP) University Staff Grievance Policy (Grievance Policy) establishes a dispute resolution process for university staff in accord with Wis. Stat. § 36.115(4) and with University Personnel System (UPS) Operational Policy: GEN 14. The Grievance Policy utilizes “impartial hearing officers”. This policy provides the procedures for the selection of these officers.

II. BACKGROUND:

The State of Wisconsin authorized and directed the University of Wisconsin System to develop two distinct new personnel systems: one for University of Wisconsin – Madison employees and one for all other UW System employee. Wis. Stat. § 36.115 (2) – (3). All system employees holding positions in the classified or unclassified service of the civil service system under Wis. Stat. Chapter 230 on June 30, 2015, are included in the personnel systems developed under subs. (2) – (3), effective July 1, 2015. UWP, as of July 1, 2015, will operate under the University Personnel System (UPS). UWP has established grievance procedures for university staff who were formerly members of the classified staff (subject to Wis. Stat. Chapter 230) as of June 30, 2015, and for university staff hired on or after July 1, 2015, who by the terms of their appointment, have an expectation of continued employment.

III. DEFINITIONS

1. “Impartial Hearing Officer” is a grievance review committee established through shared governance, a hearing officer selected by an approved selection process established through shared governance, an arbitrator employed by the Wisconsin Employment Relations Commission (WERC), arbitrator from the WERC roster of neutral decision-makers not employed by the WERC, or an arbitrator from a roster of arbitrators with a set fee developed by UW System Administration for the resolution of a discharge case.

2. “University staff” is members of the university workforce who contribute in a broad array of positions in support of UWP’s mission and who are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

IV. APPLICATION:
This policy applies to UWP university staff employees utilizing the Grievance Policy.

V. PROCEDURE:

1. Except where otherwise prohibited by the Grievance Policy, the employee filing the grievance shall be able to select one of the following options as their “Impartial Hearing Officer” (IHO):

   a. A panel consisting of five (5) university staff members selected randomly from a pool of volunteers recruited by the University Staff Senate;
   b. An arbitrator employed by the Wisconsin Employment Relations Commission (WERC) for those employed prior to July 1, 2015;
   c. An arbitrator from the WERC roster of neutral hearing officers not employed by WERC; or,
   d. In dismissal cases only, an arbitrator from the roster of neutral hearing officers maintained by UW-System.

2. University Staff Senate will request and compile the names of volunteers from the university staff to be available to sit on grievance panels. Human resources staff is not eligible to set on grievance panels. The individuals in the pool will serve a one-year term, with no more than three terms served consecutively. An individual may serve in the pool again after a one year hiatus. In the event of a conflict of interest or absence, another individual will be selected from the pool at random. The University Staff Counsel or it’s designated committee, will evaluate and approve the final IHO panel in a closed session. The IHO panel will serve just as an individual arbitrator would, with a majority vote determining the IHO panel’s conclusions.

VI. RETALIATION

UW System and UW-Platteville are prohibited from retaliating against a grievant, representative, witness, or potential witness in the grievance proceedings.

VII. CONTACT INFORMATION

For information about the operation of the grievance procedure or how to appeal an action, contact the UWP Director of Human Resources.

References

Wis. Stat. § 36.115 University Personnel Systems
Wis. Stat. § 36.05 Definitions
Wis. Stat. § 230
UW System Operational Policy GEN 14
UW—Platteville UNIVERSITY STAFF GRIEVANCE POLICY AND PROCEDURES