

# UWM University Staff GRIEVANCE COMMITTEE

## BYLAWS

Effective July 1, 2022

### **ARTICLE I: PURPOSE AND RESPONSIBILITIES**

The UWM University Staff Grievance Committee serves all UWM University Staff by hearing step-two grievance cases to determine whether just cause for the discipline or discharge has been established.

### **ARTICLE II: MEMBERSHIP**

This committee is comprised of at least six (6) members, proportionally representing the major groups for University Staff at UWM (FAA; OAD and SC). Members are elected in staggered, three-year terms.

**Conflict of Interest:** If this committee does convene to address a grievance regarding a University Staff member, and if a committee member knows or works with that employee, that committee member shall recuse themselves from the meetings/proceedings in order to prevent any conflict of interest. If this affects the voting and outcome of decisions (meaning if quorum were not able to be met), this committee would then ask the US Nominations Committee to find replacements to serve.

**Leave of Absence:** If a member will not be able to attend meetings for a period of time, a leave of absence may be requested. Leaves may be requested for up to one calendar year. Following consultation with the UWM US Nominations Committee, the Chair of the UWM University Staff Committee will appoint an eligible University Staff member from the relevant proportional distribution category to serve on the committee, as a replacement member, during the absence. Replacement members will have full voting rights and privileges. Members requesting a leave longer than one year are encouraged to resign from the committee.

### **ARTICLE III: MEETINGS and COMMUNICATIONS / REPORTS**

**Scheduling:** Meetings of this committee will be held on an as-needed basis. The Chair (or a designee), will provide an update to the University Staff Senate (during their meetings). An annual, written report (prepared by the Chair) is required, which is then to be submitted to the UWM University Staff Senate, at its June meeting.

### **ARTICLE IV: CHANGING THE BYLAWS**

The bylaws shall be reviewed at least annually by the committee (during the 1<sup>st</sup> meeting in the AY) and revised as necessary; potential changes should be submitted to the UWM University Staff Codification Committee for review, consideration and approval.