



NORTH CAROLINA A&T STATE UNIVERSITY

EHRA NON-FACULTY GRIEVANCE COMMITTEE

Appendix B to University Policy 160, EHRA Non-Faculty Grievance

Section 1.0 Composition

The Director of Employee Relations, as the Chancellor's designee, shall appoint at least 10 non-faculty Employees Exempt from the State Human Resources Act (EHRA) to form a pool of qualified EHRA Non-faculty Grievance Committee (Committee) members. Three members shall be designated as Committee Chairs.

The Director of Employee Relations may appoint up to five EHRA non-faculty employees to serve as alternate Committee members. Alternates may be appointed to:

- Fill the unexpired terms of regular members who may leave the Committee; or,
- Serve if a regular Committee member must recuse, or was removed at the request of the Complainant, and another regular member is unavailable to serve;
- Serve if a regular Committee member is employed in the same department, as the Complainant, and another regular member is unavailable to serve;
- Serve if a regular Committee member was alleged to be involved in the actual problem or complaint, and another regular Committee member is unavailable to serve.

Section 2.0 Term

The Committee's membership is for a two-year term beginning on July 1 and ending on June 30. New appointees assume membership on July 1 and expiring terms end on June 30 at the conclusion of the second year. Membership may continue in the event that the Committee is actively hearing a case, or there is a pending review. Members may serve multiple terms.

The Director of Employee Relations shall facilitate the work of the Committee, including ensuring orientation of members and managing the appointment process.

Section 3.0 Removal of Committee Member

Any party involved in a hearing may request the removal of any member or up to two members of a Hearing Panel on any of the following grounds:

- (a) Bias;
- (b) Personal relationship that may affect the outcome;
- (c) Interest;
- (d) Motive; or
- (e) Inability to be impartial or consider the evidence fairly.

The party shall submit a one-time written request for removal of panel members to the Office of Employee Relations (OER) no later than five (5) business days after receipt of the notice setting forth the names of the Committee members who will serve on the Hearing Panel.

If a party requests the removal of up to two panel members and provides sufficient support for the request, OER shall grant the request and replace up to two panel members as requested.

Section 4.0 Absence of Committee Chair or Vacancy

The Director of Employee Relations shall assist a Hearing Panel in replacing the Chair if the designated Chair is incapacitated or absent.

If an alternate is appointed to fill the unexpired term of a regular member, the Chancellor or designee may appoint a new alternate member.

Upon expiration and nonrenewal of a regular member's term, a new regular committee member shall be appointed. Appointees may come from among the alternates or other EHRA non-faculty employees.

Section 5.0 Challenge by the Committee

If a majority of the Committee members determine that a panel membership is inadequate or inappropriate, any member of the Committee may submit the inadequacies to the Chancellor and/or designee in writing. To ensure objective and timely review of the matter, the written notice shall contain a recommendation for the changes requested. The Chancellor shall make any changes to the Committee or panel that the Chancellor believes is necessary for the Committee to function effectively, including, but not limited to, replacement of the Chair. The Chancellor shall issue a written determination granting or denying the request, and the reasons for the decision. The Chancellor's decision is final. If related to a specific matter, the Committee member's request and Chancellor's determination shall be made a part of the Official Record.