

## **Employee Rights Issues**

### **The Role of the P&S Council**

The Constitution of the P&S Council states that the Council shall “promote communication amongst University Professional and Scientific employees and ensure a medium for discussion of and action on mutual problems and concerns.” The Constitution lists the Employee Issues Committee as the standing committee which shall work with P&S employees in regard to employee rights issues. Accordingly, the Employee Issues Committee has outlined below their perceptions of the role of the P&S Council relative to employee rights issues. The full P&S Council voted its approval of this document and its contents.

Note that concerns about employee CIVIL rights should be addressed in the Office of Compliance and Equity Management. Employee civil rights would include all aspects of alleged discrimination in the workplace which may be based on an employee’s race, color, national origin, gender, religion, disability or age.

The role of the P&S Council relative to employee rights issues includes:

1. advocate and monitor proper adherence to the P&S Policies and Procedures for P&S employees;
2. provide a confidential forum for P&S employees relative to employee rights and responsibilities issues;
3. provide information to P&S employees relative to employee rights and responsibilities issues, with referral to pertinent university offices, as appropriate;
4. work with Human Resource Services, as appropriate, to effect resolution to employee rights and responsibilities issues.

Details about each role:

1. Advocate and monitor proper adherence to the P&S Policies and Procedures for P&S employees.
  - a. The Council will advocate and promote the policies and procedures included in the P&S Employee Handbook.
  - b. The University administration will consult with the P&S Council when forced separation of personnel is required as a result of operational conditions, as noted in the P&S Employee Handbook.
  - c. At a P&S employee request, employee rights issues involving P&S policies and procedures will be investigated (ie., talk to supervisors) to determine if P&S Policies and Procedures had been followed.
  - d. At a P&S employee request, Council members may attend any of the complainant’s hearings which have been set to discuss/review a P&S employee rights issue. Council members will not attend the hearings to represent the employee, but rather to ensure that P&S policies and procedures are followed.

2. Provide a confidential forum for P&S employees relative to employee rights and responsibilities issues;
  - a. P&S employees who believe their rights might have been violated by request a meeting with the P&S Employee Issues committee.
  - b. Employee rights issues that P&S employees bring to the committee will not be investigated (ie., talk to supervisors) if the issues do not involve P&S Policies and Procedures. Those employees, if they desire, will be given the opportunity to discuss their situation with the committee. If requested, the committee will provide guidance for the P&S employee.
3. Provide information to P&S employees relative to employee rights and responsibilities issues, with referral to pertinent university offices, as appropriate;
  - a. Determine if the issue is covered by the P&S Policies and Procedures.
  - b. Determine which policy or procedure applies to the issue.
  - c. Help the employee determine options.
  - d. Review with the employee the timelines and deadlines that may affect resolution of their issue.
  - e. Help the employee determine solutions without filing a grievance.
  - f. Inform the employee about precedents that may apply to their issue.
  - g. Suggest legal counsel as appropriate.
  - h. Ensure the employee understands the role of the P&S Council and the Employee Issues Committee is to provide guidance and not to resolve the problem. The employee must make final decisions about the action they will take and make all arrangements for resolution.
4. Work with Human Resource Services, as appropriate, to effect resolution to employee rights and responsibilities issues.

Additional:

1. The Employee Issues committee will report to the P&S Council any employee rights issues brought to its attention. Specific names and details will not be provided to the Council unless the employee requests the information be given to the Council. At the completion of all steps in an employee rights issue, specifics about the case may be reported to the Council.
2. A list of internal “facilitators” will be compiled for P&S employees to utilize for the facilitation of employee rights issues to the informal stages of a grievance or complaint.
3. Employee rights issues that appear to follow the P&S Policies and Procedures, but show a need to change a policy or procedure may result in a proposal from the Employee Issues committee to the P&S Council to discuss and change the policy or procedure.

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