

Bullying Committee Meeting Notes 04-24-09

These notes reflect discussions and ideas that were generated, not decisions. Further conversation is needed by the sub-committee.

Discussion regarding the mechanism for formal written complaints:

- We need to devise a written form for the person filing the complaint to complete as well as the supervisor. This form should have duplicate copies so a copy can be filed with HR.
- All complaints will be filed with HR and HR will track the 10 day time period once it is filed. HR will notify the employee that the complaint has been addressed via email.
- HR will also notify the supervisor responsible for addressing the complaint once they have 5 days left to complete filing the complaint to HR.
- After the 10 days if for what ever reason if the employee's supervisor did not address the complaint it will go to the next supervisor. This supervisor will then take into consideration the reason the complaint did not get followed through with and will be used in the employee's performance review. Subsequent complaints that are not followed through with by the supervisors will be addressed by the supervisor's supervisor.

Bargaining unit advocate vs grievance officer:

- We discussed having the grievance officer for each bargaining unit also handle the formal written complaints since it is very similar to a formal grievance that grievance officers already handle.
- The proposal will need to be presented to each bargaining unit executive board to inform them of our proposed plan.

Anonymous reporting system:

- The intent of this system was for people to utilize it if they are unsure of a if a complaint should be formal written and filed. Discussion was to have these emails sent either to HR or to Linda Hanson's office to be monitored.