Formal Grievance - Step 1 Mediation Process

Mediation Process
Purpose of Mediation is to provide the Grievant and the University Respondent an opportunity to openly discuss the grievance in a neutral environment with the goal of reaching a mutually acceptable resolution.

I. Actions to process mediation request
   a. University Human Resources Mediation Coordinator will submit request for mediation to the Office of State Human Resources (OSHR)
   b. Mediation will be concluded within 35 calendar days from the filing of the grievance
   c. Grievant and University may mutually agree in writing to extend the time limit due to extenuating circumstances
   d. Any extension of Step 1 will not exceed the 90 calendar day timeline
   e. Only OSHR-approved Mediators will be used during mediation
   f. Mediators will not be selected from the University requesting the mediation

II. Attendees
   a. Grievant
   b. Respondent
   c. The OSHR-appointed Mediator(s)
   d. The OSHR Mediation Director and designees may attend Mediations as observers
   e. Emergency substitution of a Mediator must be approved by the OSHR Mediation Director or designee

III. Restrictions
   a. Attorneys and other advisors may not attend the mediation. Either the Grievant or Respondent may ask for a recess at any time in order to consult with an attorney or other advisor
   b. Audiotape, videotape, recording devices, and transmission devices are not permitted during mediation

IV. Following the mediation
   a. The mediator will forward all documents generated from the mediation to the OSHR
   b. All documents generated during the course of mediation and any communications shared in connection with mediation are confidential to the extent provided by law
   c. If the mediation results in an impasse and the grievant wants to appeal the issue to Step 2 – Hearing Panel, the “SHRA Grievance Supplemental Filing Form” must be completed and submitted to Employee Relations within 5 calendar days of the mediation impasse.

Note: A grievant who has an unexcused failure to attend mediation as scheduled forfeits the right to proceed with the internal grievance process.