

## 255 INDIANA STATE UNIVERSITY STAFF COUNCIL BYLAWS

*Policy 255 was included in the 2001 University Handbook revision and was amended by the ISU Board of Trustees on January 13, 2005 and December 18, 2009.*

**255.1 Article I: Name.** The name of the organization shall be the Indiana State University Staff Council (hereafter referred to as Council unless otherwise noted).

**255.2 Article II: Mission, Value Statements and Role of the Council.**

**255.2.1 Mission.** The Indiana State University Council is an advisory body representing the Staff. We consistently strive to enhance the working environment for Staff within Indiana State University and surrounding communities.

**255.2.2 Value Statements.**

- (a) We facilitate and maintain communication between Staff and the University community.
- (b) We serve as an advocate for Staff.
- (c) We disseminate information to Staff.
- (d) We promote and encourage community engagement for Staff.
- (e) We promote a healthy, safe, and equitable working environment for Staff.

**255.2.3 Role.** The Council will work to:

- (a) Increase the sense of identity, recognition, and value of Staff in his/her relationship to the University.
- (b) Identify concerns relating to Staff and work to seek solutions.
- (c) Provide a line of communication among Staff, Faculty, and Students.
- (d) Integrate Staff more fully into University affairs.
- (e) Support the University's mission as a supportive learning environment by promoting community engagement for Staff.
- (f) Foster a culture among Staff, Faculty, and Students of mutual support, respect, and professionalism.

**255.3 Article III: Definition of Staff.** For the purpose of the Staff Council the term "Staff" shall include all non-exempt and exempt Staff with the exception of:

- (a) Exempt Staff who are members of the President's Cabinet;

(b) Exempt Staff who report directly to a member of the President's Cabinet; and

(c) Exempt Staff who are represented by Faculty Senate.

**255.4 Article IV: Staff Council Year.** The Council year shall be from June 1 through May 31 of each year.

**255.5 Article V: Communications.** All Council communications shall first be reviewed by Executive Committee prior to publication. This shall include written and verbal communications within the realm of the University's standards as they concern external communities such as news media and the general public. The Communications Officer will be the liaison between the Council and any appropriate media.

**255.6 Article VI: Divisions.** The Council shall be divided into four (4) voting groups (hereafter referred to as Divisions unless otherwise noted). The Divisions are:

**255.6.1 Division 1.** Academic Affairs

**255.6.2 Division 2.** Business Affairs and Finance

**255.6.3 Division 3.** Enrollment Management, Marketing, and Communications

**255.6.4 Division 4.** Student Affairs

**255.6.5 Division Representation.** Each Division representation shall be based on the percentage of non-exempt and exempt Staff within that Division. Division representation will be re-evaluated when Council deems necessary. Division Representation is set forth as follows:

(a) Academic Affairs: Seven (7) non-exempt and six (6) exempt;

(b) Business Affairs and Finance: Six (6) non-exempt and one (1) exempt;

(c) Enrollment Management, Marketing and Communication: One (1) non-exempt and (1) exempt;

(d) Student Affairs: Six (6) non-exempt and two (2) exempt.

**255.7 Article VII: Representatives.** The Council shall consist of thirty (30) voting members (hereafter referred to as Representatives, unless otherwise noted). Twenty (20) Representatives will be non-exempt staff and ten (10) will be exempt staff.

**255.7.1 Eligibility.** Any Staff who has successfully completed his or her initial introductory period (90 days) shall be eligible for election to membership on the Council as a Representative of his/her Division.

**255.7.2 Duties and Responsibilities.** Representatives will:

(a) Participate in all phases of Council business.

(b) Serve on at least one Standing Committee as appointed.

(c) Any Representative who refuses to accept appointment to a Standing Committee shall be subject to removal from Council.

(d) Members of the Executive Committee may be excused from serving on a Standing Committee

(e) Attend all scheduled meetings of the Council.

(f) Initiate communication among their constituents to encourage discussion of matters affecting Staff.

(g) Give ample notification to their supervisor and/or department head of scheduled Council and Committee meetings. Representatives will be in regular pay status for all required Council and Committee meetings.

**255.7.3 Terms of Membership.** Membership on Council shall be for a three-year period unless completing a Representative's vacated term. Representatives shall be elected for two consecutive terms (for a total of six consecutive years). After a one-year absence from Council, former Representatives are eligible to run for representation during the next election.

**255.7.3.1 Term.** The Representative term shall begin on the first day of May following election to the Council.

**255.7.4 Relocation within the University.** A Representative, who permanently transfers to a different Division than the one from which elected, must resign as a Council Representative. If there are no remaining nominees from the most recent election of that Division, a Representative may send a request in writing to the Council Chair to remain a Representative of that Division until the next election. The Council shall vote on the request and a majority vote is needed to approve. Temporary (for six months or less) relocations will be exempt from this provision.

**255.7.5 Vacancies/Resignations.** If an elected Representative chooses to step down during their Term for any reason other than what is stated in the Attendance Policy, that person will not be eligible for Council Membership for two years.

**255.7.5.1 Vacancy.** If a Vacancy occurs in a Division the following steps will be taken:

(a) The Council Chair shall notify the Election Committee of the Vacancy.

(b) The Election Committee shall check to see if a nominee that had the next amount of votes in last Election is still interested in serving on Council. If so, that nominee shall fill the Vacancy and complete the Term.

(c) The Election Committee shall if no nominee is next in line, consult with other Representatives in Division, make a recommendation to Executive Committee and Council Chair, who will appoint another employee to fill the Vacancy and complete the Term.

(d) The Election Committee shall, if no employee is appointed, accept nominations and an election will be held to fill the Vacancy and complete the Term as specified in Article VII, Section H.

**255.7.5.2 Request for Leave of Absence.** By outlining reasons in writing to the Council Chair, a Representative shall request a Leave of Absence from Council membership for a partial period of the Representative's Term.

**255.7.5.2.1 Vote by Council.** The Council Chair will present any request for a Leave of Absence to the Council at the first meeting following receipt of the request. Upon a majority vote the Leave of Absence shall be granted. The Election Committee will be notified of the temporary Vacancy.

**255.7.6 Attendance Policy.** The Council Attendance Policy is designed to assure constituents have equal representation to the Council. Representatives are elected to serve the constituents and there is an expectation that they will attend all Regular Council meetings.

**255.7.6.1 Notation in Council Minutes.** In an effort to inform constituents that they are being satisfactorily represented, the Council Secretary will include excused and unexcused absences in the minutes of each Regular Council meetings.

**255.7.6.2 Excused Absences.** Excused absences include: Illness / Family Emergency, Work Related, Vacation or Jury Duty

**255.7.6.3 Unexcused Absences.** Unexcused absences include: No notification to the Council Secretary in advance of a meeting or No reason given to the Council Secretary for an absence.

**255.7.6.4 Two Unexcused Absences.** If a Representative has two successive unexcused absences from Council meetings within a six month period, the Representative will receive a letter from the Council Chair reminding them of their responsibility and inquiring as to their interest in continuing to serve on the Council.

**255.7.6.5 Three Unexcused Absences.** If the Representative has a third unexcused absence from another meeting during the successive six months following the date of the Council Chair's letter, the Executive Committee will review the absences and the Representative shall be asked to step down.

**255.7.6.6 Resignation or Removal.** If the Representative is asked to step down due to excessive absences and chooses not to, a vote of Representatives will take

place at the next Regular Council meeting regarding the removal of the Representative from Council. Upon a majority vote, the Representative will be removed.

**255.7.7 Nominations and Election Process for Council Representatives.** The Nomination and Election process for Representatives will be conducted by the Election Committee. The Committee shall:

- (a) In March accept nominations for new Representatives by online ballot.
- (b) Notify the nominee(s) in each Division and if nominee accepts the nomination, name is added to online ballot.
- (c) After all nominees are notified, proceed with the election process by online voting.
- (d) Certify to the Council Chair that the nomination and election process was conducted in accordance with prescribed procedure and the Council Chair will announce the nominations and/or election results.

**255.7.7.1 Audit of Election.** Steps to be taken if audit of election is requested by nominee:

**255.7.7.1.1 Written Request.** Nominees shall request only in writing to the Council Chair an audit of the election within five (5) days of the election results. The Council Chair shall notify the Election Committee to proceed with the audit.

**255.7.7.1.2 Recount.** A recount will be made by the Election Committee and the Council Vice Chair or his/her designee.

**255.7.7.1.3 Release of Audit Results.** Only the candidates requesting an audit will receive a copy of the audit results.

**255.7.7.1.4 Reversal of Election Outcome.** If the results are changed or need reversed, the Council Chair shall call a Special Meeting of the Council for the order of business.

**255.7.8 Guidelines for Proxy Vote.** If a Representative cannot attend a scheduled Council meeting but wishes to participate in the voting process on Agenda items, the Representative must send a written vote (including a signature) or send an email vote (from the Representative's email account) to the Council Chair by 8:00 a.m. the day of the scheduled Council meeting.

**255.7.8.1 Maximum.** A maximum of two proxy votes per Representative per year will be allowed.

**255.7.9 Petition for Recall.** A Representative shall be removed by a Petition for Recall. The petition must outline the reason for removal and must be submitted to the Council Chair. The

petition must also contain the signatures of at least 51% of the constituents in the Representative's Division.

**255.7.9.1 Verification of Signatures.** Upon receipt of the Petition for Recall, the Council Chair will inform the Representative of the petition for removal and ask the Election Committee to verify the validity of the signatures. Upon verification of the signatures, the Representative shall cease to be a member of Council effective immediately. The Vacancy shall be referred to Election Committee (See Article VII, Section E).

**255.8 Article VIII: Officers.** The Executive Officers (hereafter referred to as Officers) of Council shall be the Chair, Vice Chair, Secretary, and Treasurer.

**255.8.1 Qualifications.** Officers of Council must be Representatives and will be elected by current Representatives. For continuity purposes, new Representatives elected to Council cannot run for an Officer position for the first year of their Term unless they are a returning Representative, (consecutive terms) or former Representative (off Council for no more than 2 years).<sup>1</sup>

**255.8.2 Election.** All Officers will be elected each year at the Regular Council meeting in May and assume duties as of June 1<sup>st</sup>.

**255.8.2.1 Term Limit.** Each Officer position shall be held for no more than three consecutive years by the same Representative.

**255.8.2.2 Eligibility For Other Positions.** A Representative who holds the same office for three consecutive years is eligible to run for other Officer positions upon completion of the third year of service.

**255.8.2.3 One Year Absence.** After holding an Officer position for three consecutive years, a Representative shall run for the same office again only after a one-year absence from the position.<sup>2</sup>

**255.8.3 Duties of Chair.** The Chair shall:

**255.8.3.1** Preside at all Council meetings.

**255.8.3.2** Prepare and distribute Agendas for Council meetings.

**255.8.3.3** Chair Executive Committee meetings.

**255.8.3.4** Enforce all regulations and policies of Council.

**255.8.3.5** Bring before Council all matters appropriate for consideration by the group.

- 255.8.3.6 Be available for consultation with the Indiana State University President, Vice Presidents, and Board of Trustees.
- 255.8.3.7 Appoint members to the Council's Standing Committees.
- 255.8.3.8 Nominate Representatives to University Committees.
- 255.8.3.9 Call Special Meetings of Council when deemed necessary.
- 255.8.3.10 Upon receiving recommendations from Council, appoint a Parliamentarian.

**255.8.3.10.1 Duties of Parliamentarian.** The Parliamentarian shall:

- (a) Be a Representative or Officer of Council with the knowledge of Roberts Rule of Order.
- (b) Serve a one year term at the discretion of the Council Chair.
- (c) Serve as advisor on parliamentary procedure to the Council and Standing Committees at their request.
- (d) Maintain an accurate and current copy of Council By-laws.
- (e) Maintain an accurate and current copy of Robert's Rules of Order.
- (f) Serve as a member of the Executive Committee.

- 255.8.3.11 Upon receiving recommendations from Council, appoint a Communications Officer.

**255.8.3.11.1 Duties of the Communications Officer.** The Communications Officer shall:

- (a) Be a Representative or Officer of Council with the knowledge of media communications.
- (b) Serve a one year term at the discretion of the Council Chair.
- (c) Edit and distribute pertinent information in appropriate media for the membership, as needed.
- (d) Maintain and make all updates to the Council website, including posting minutes, meeting announcements, upcoming events, and links to other websites

(e) Recommends, sets up, and maintains new communications media.

(f) Maintain all information relevant to Council communications.

(g) Serve as an ex-officio member of the Public Relations Committee.

(h) Serve as a member of the Executive Committee.

**255.8.3.12** Upon receiving recommendations from Council, appoint a Grievance Liaison.

**255.8.3.12.1** The Grievance Liaison shall:

(a) Be a Representative or Officer of Council with a knowledge of the Staff Grievance policy and procedures

(b) Serve a one year term at the discretion of the Council Chair.

(c) Serve as advisor for any Staff Grievances.

(d) Serve as an ex-officio member of the Employee Relations Committee.

(e) Serve as an ex-officio member of the Grievance Appeals Committee.

(f) Serve as a member of the Executive Committee.

(g) Encourage Representatives to attend appropriate University events.

(h) Assume the duties of the Council Vice Chair in his/her absence.

(i) Vote on Motions/Proposals only in the event of a tie.

(j) Vote on Officer Elections.

(k) Acquaint his/her successor with the duties and responsibilities of the office of Council Chair.

**255.8.4 Rulings or Actions by the Chair.** Rulings by or actions of the Council Chair are subject to discussion by Council and shall be changed upon a two-thirds (20 Representatives) majority vote of the total membership of Council.

**255.8.5 Duties of Vice Chair.** The Vice Chair shall:

- 255.8.5.1 Assume the duties of the Council Chair in his/her absence.
- 255.8.5.2 Convene the first meeting of the year for Council Standing Committees.
- 255.8.5.3 Oversee Council Standing Committees to assure they are working to accomplish their goals.
- 255.8.5.4 Serve on Executive Committee.
- 255.8.5.5 Serve as ex-officio of all Standing Committees.
- 255.8.5.6 Acquaint his/her successor with the duties and responsibilities of the office of Council Vice Chair.

**255.8.6 Duties of Secretary.** The Secretary shall:

- 255.8.6.1 Record all resolutions and proceedings of Council meetings.
- 255.8.6.2 Record attendance of Representatives at Council meetings.
- 255.8.6.3 Provide Council meeting minutes to Communications Officer.
- 255.8.6.4 Forward to University Archives Council meeting minutes, By-laws changes, and any other documents as requested by the Executive Committee.
- 255.8.6.5 Maintain current year Committee records.
- 255.8.6.6 Maintain an accurate and current database of all Staff.
- 255.8.6.7 Serve on Executive Committee.
- 255.8.6.8 Acquaint his/her successor with the duties and responsibilities of the office of Council Secretary.

**255.8.7 Duties of Treasurer.** The Treasurer shall:

- 255.8.7.1 Report balances of all accounts to Council at Regular Council meetings.
- 255.8.7.2 Pay or cause to be paid all bills as directed by the Executive Committee.
- 255.8.7.3 Reconcile all statements of accounts.
- 255.8.7.4 Prepare an annual financial report of all accounts.

255.8.7.5 Serve on Executive Committee.

255.8.7.6 Acquaint his/her successor with the duties and responsibilities of the office of Treasurer.

255.8.8 **Nominations and Election Process for Council Officers.** The Nomination and Election process for Officers will be conducted by the Election Committee. The Committee shall:

255.8.8.1 **Welcome Email.** In April of each year, prepare an email welcoming new and returning Representatives.

255.8.8.2 **Ballot Preparation.** After the nominations are received prepare a ballot for each Council Officer position.

255.8.8.3 **Election Procedures.** At the May regular meeting, the last order of business will be the Officer Elections. The following procedure for Officer Elections shall proceed:

255.8.8.3.1 The Council Chair shall turn the meeting over to the Election Committee Chair or his/her designee to begin the Election, starting with the Office of Chair followed by the Vice Chair, Secretary, and Treasurer Elections.<sup>3</sup>

255.8.8.3.2 The Election Committee Chair or his/her designee along with a Representative of Human Resources shall collect and tabulate the votes using the prepared ballots. This shall be done by a secret ballot.<sup>3</sup>

255.8.8.3.3 The Election Committee Chair or his/her designee shall after certification of all ballots; announce the Election results of each Officer position.<sup>3</sup>

255.8.8.4 **Ties.** Steps to be taken if voting results in a tie:

255.8.8.4.1 The Election Committee Chair or his/her designee along with the representative of Human Resources shall determine the two nominees who have tied.

255.8.8.4.2 The Election Committee Chair or his/her designee shall call for a second vote on only the two nominees that are tied with all of Council representatives voting by secret ballot.

255.8.8.4.3 The Election Committee Chair or his/her designee shall announce the nominee with the highest number of votes and that nominee shall assume that office on June 1st.

255.8.8.4.4 Steps to be taken if audit of election is requested by nominee:

**255.8.8.5 Election Audit.**

255.8.8.5.1 Nominees shall request in writing only to the Council Chair an audit of the election within five (5) days of the election results.

255.8.8.5.2 The Council Chair shall notify the Election Committee to proceed with the audit.

255.8.8.5.3 A recount shall be made by the Election Committee and the Council Vice Chair or his/her designee<sup>4</sup>

255.8.8.5.4 Only the candidates requesting an audit shall receive a copy of the audit results.

255.8.8.5.5 If the results are changed or need reversed, the Council Chair shall call a special meeting of the Council for the order of business.

**255.8.9 Resignation of Officer.** If an Officer should resign and vacate their term, the Election Committee Chair shall be informed and the following shall occur:

255.8.9.1 If the Chair resigns, the Vice Chair will assume all responsibilities of Chair and a new Vice Chair shall be elected at the next Regular Council meeting (see Article VIII, Section F).

255.8.9.2 If the Vice Chair, Secretary, or Treasurer resigns, the Council Chair shall assign one of the remaining Officers to assume the duties until an election can be held at the next Regular Council meeting (see Article VIII, Section F).

**255.8.10 Petition for Recall.** An Officer shall be removed by a Petition for Recall which outlines the reason for removal and is submitted to the Election Committee Chair. The petition must contain the signatures of a majority two-thirds (20 Representatives) of the Council.

255.8.10.1 Upon receipt of the Petition for Recall, the Election Committee Chair will verify the validity of the signatures and inform the Officer of the petition for removal. The Petition for Recall will be presented at the next Regular Council meeting. The Representative shall cease to be an Officer of Council effective immediately. The vacancy will be referred to the Election Committee.

**255.9 Article IX: Meetings.** Every effort will be made to use reasonable and responsible judgment in the scheduling of meetings.

**255.9.1 Regular Council Meetings.** Regular Council meetings are open to the public and will be held on a designated day of each month of the Council year. Meetings shall be conducted under

the latest edition of Robert's Rules of Order. Any conflict between those rules and these By-laws shall be resolved in favor of these By-laws.

**255.9.1.1 Agenda.** Any employee shall present an item to be considered for the Agenda of Regular Council meetings. These items shall be submitted to the Chair of the Council by the Monday before the meeting.

**255.9.1.2 Quorum.** A minimum for the transaction of business for any Council meeting shall be a minimum two-thirds (20 Representatives) of Council.

**255.9.1.3 Voting.**

**255.9.1.3.1 Voice Vote.** Voting on all matters, other than Election of Representatives/Officers, shall be by voice vote unless a secret ballot is requested.

**255.9.1.3.2 Majority.** A majority vote is needed for an affirmative vote.

**255.9.1.4 Reports.** Reports will be heard from the following:

(a) SGA (Student Government Association)

(b) Faculty Senate

(c) Human Resources

(d) Standing Committees

(e) Executive Committee

**255.9.1.5 Motions.** Motions shall be proposed at anytime and require a majority vote to pass. Each Council Representative has the right to request that a motion be considered as a proposal.

**255.9.1.6 Proposals.** Proposals shall be brought forward by the appropriate Committee and shall be voted on at two Regular Council meetings. Majority vote is required for the adoption of a proposal. Proposals shall be communicated to the Staff by the Communications Officer (See Appendix B & C) and presented to President by the Executive Committee.

**255.9.1.7 Closed Session.** The Council Chair shall call for a Closed Session at each Regular Council meeting. The Closed Session will be for Representatives and Officers only and no Council minutes will be taken.

**255.9.2 Special Meetings.** The Council Chair shall call special meetings of the Council when deemed necessary.

**255.9.3 Annual Meeting.** The Executive Committee shall hold an end of the year meeting (Annual Meeting) for all Staff for informational purposes and end of the year reports.

**255.9.4 Rep Sessions.** The Employee Relations Committee shall hold two REP sessions for each Division's Staff; one to be held in October and one to be held in March of each year. The meeting will be for informational purposes and announcements.

**255.9.5 Retreat.** The Executive Committee shall hold an annual retreat in the month of July for all new and returning Representatives of Council.

## **255.10 Article X: Committees.**

**255.10.1 Executive Committee.** The Executive Committee:

(a) Shall be comprised of the Officers of Council, Parliamentarian, Communications Officer, and Grievance Liaison.

(b) Shall meet at the discretion of the Council Chair.

(c) Shall act on behalf of the Council between regular Council meetings as necessary. The Executive Committee must report to Council any action taken. The Executive Committee shall not take any action which is contrary to prior actions of Council.

**255.10.2 Standing Committees.**

**255.10.2.1 Requirements For All Standing Committees.**

**255.10.2.1.1 Appointment.** Each Standing Committee member shall be appointed by Council Chair upon recommendations of the Executive Committee. In addition to Representatives, the Executive Committee shall appoint employees outside Council to serve on Standing Committees. The term of service shall be one year.

**255.10.2.1.2 Meeting Schedule.** Each Standing Committee shall be expected to meet monthly with the Vice Chair convening the first meeting of the year in the month of June.

**255.10.2.1.3 Chair.** Each Standing Committee shall elect its own Chair at the first meeting. The Chair of each Committee shall be responsible for scheduling Committee meetings, setting Agendas consistent with basic goals and objectives assigned to the Committee by the Executive Committee and addressing other relevant matters that shall come before the Committee.

**255.10.2.1.4 Secretary.** Each Standing Committee shall elect its own Secretary at the first meeting of the year. The Secretary will be

responsible for taking all Committee minutes.

**255.10.2.1.5 Proposals.** Each Standing Committee shall submit final drafts of Committee proposals for Council approval.

**255.10.2.1.6 Minutes.** Each Standing Committee shall submit minutes from each meeting to the Council Secretary at least one week prior to the Regular Council meeting and report at Regular Council meeting.

**255.10.2.1.7 Resource.** Each Standing Committee shall, upon request, act as a resource to the other Standing Committees or Council.

**255.10.2.1.8 Annual Report.** Each Standing Committee will submit an annual report of activities for inclusion in the Council Annual Report no later than one week before the Council's Annual Meeting.

**255.10.2.1.9 Failure to Abide By Provisions.** Failure to abide by the above provisions shall result in the Committee Chair and/or Committee members being removed and the selection of a new Committee Chair and/or members by the Executive Committee.

**255.10.2.2 Election Committee.**

(a) Shall be comprised of at least eight (8) Staff, two from each of the four (4) Divisions.

(b) Shall assume responsibility for carrying out Representative Elections as specified in Article VII Section H.

(c) Shall assume responsibility for carrying out Officer Elections as specified in Article VIII Section F.

(d) Shall assume responsibility for carrying out filling of Vacancies of Representatives as specified in Article VII, Section E.

**255.10.2.3 Employee Relations Committee.**

(a) Shall be comprised of at least eight (8) Staff, two from each of the four (4) Divisions.

(b) Shall serve as an advisory body to Council in reference to improvements in the working environment for Staff.

(c) Shall explore professional development opportunities for Staff.

(d) Shall plan two REP sessions yearly, one in October and one in May.

(e) Shall aid in the new Staff orientation process.

**255.10.2.4 Public Relations Committee.**

(a) Shall be comprised of at least eight (8) Staff, two from each of the four (4) Divisions.

(b) Shall serve as an advisory body to Council in reference to all University events.

(c) Shall promote and coordinate all events for the Council.

**255.10.2.5 Staff Employee Benefits Committee**

(a) Shall be comprised of at least eight (8) Staff, two from each of the four (4) Divisions.

(b) Shall serve as an advisory body to Council in reference to Staff benefits.

(c) Shall review and prepare recommendations regarding adjustments to employee benefit programs for Staff and report its findings to Executive Committee.

**255.10.2.6 Scholarship Committee.**

(a) Shall be comprised of at least eight (8) Staff, two from each of the four (4) Divisions.

(b) Shall coordinate the scholarship application process.

(c) Shall act as the awarding body for the Staff Scholarship Fund.

(d) Shall research and implement a process of fundraising for the Staff Scholarship Fund.

(e) Shall keep Council apprised of all scholarship activity.

**255.10.3 Other Committees.**

**255.10.3.1 Special Committees.** Representatives and Staff outside of Council will be appointed to Special Committees by the Executive Committee as needed.

**255.10.3.2 University Committees.** Staff serves on University Committees by Presidential appointment. The Executive Committee will recommend Staff

for these Committees to the President or his/her designee. Staff Representatives on University Committees shall present Committee reports to Council as requested.

**255.10.3.3 Grievance Appeals Committee.** Further information on the Grievance Process is in Section 255.14.4.

**255.10.3.4 Presidential Committees and Task Forces.** Presidential Committees and Task Forces are University Committees assembled by Indiana State University Presidential order. The length of service varies for each Committee or Task Force. Staff who serves on Presidential Committees and/or Task Forces shall present reports to Council as requested.

## 255.11 Article XI: Awards.

### 255.11.1 Sycamore Staff Award.

**255.11.1.1 Purpose.** The Sycamore Staff Award will recognize a Staff employee who contributes to the overall mission and success of Indiana State University.

**255.11.1.2 Nominations.** The Sycamore Staff Award is open to all benefits-eligible Staff (full and part-time) who have been employed with the Indiana State University for at least one full year. Staff who has previously received the award cannot be eligible again for a three year period. If the nominee leaves the University or leaves the Staff before award is given, an alternate will be chosen.

**255.11.1.3 Nomination Process.** Nominations will be made by any benefits-eligible Staff. All nominations will be confidential. The nomination process will be open from April 1 until May 1 of each year. The nomination form will be available on the Council website. Completed nomination forms are submitted to the current Council Chair. The Sycamore Staff Award is sponsored by the Council, who will serve as the selection Committee. If anyone from the Council is nominated, they would abstain from voting.

#### 255.11.1.4 Criteria.

**255.11.1.4.1 Attitude.** Demonstrates an outstanding personal and professional interaction with co-workers, faculty, students, and visitors of Indiana State University.

**255.11.1.4.2 Service.** Provides a continual demonstration of outstanding service in all their activities and responsibilities within their department, within the University community, and the Community at large.

**255.11.1.4.3 Engagement.** Provides outstanding resourcefulness, innovation, and creativity in all their activities and

responsibilities within their department, within the University community, and the Community at large.

**255.11.1.4.4 Contribution.** Contributes to and supports the Council by their attitude, service, and engagement.

**255.11.1.5 Presentation of Award.** The Sycamore Staff Award will be presented and celebrated once a year at the Council Annual Meeting held in May. All nominees will be invited and the award recipient will be recognized and presented the award by the Public Relations Chair.

**255.11.1.6 Award.** The recipient shall receive an Award that may be taxable. The recipient's name will be added to permanent plaque in Council office.

**255.12 Article XII: Amendments to Bylaws.** Any member of Council shall present in writing an Amendment to the By-laws at any Regular Council meeting. After introduction of the proposed Amendment, the Amendment shall be voted upon at two successive Regular Council meetings, published in the minutes of those meetings, and must be approved by a majority vote at each meeting.

**255.12.1 Presentation to President; Approval of Board of Trustees.** After approval by Council, all Amendments shall be presented to the Indiana State University President for review and shall be presented to the Indiana State University Board of Trustees for final approval.

**255.13 Article XIII: Procedures For Developing and Submitting Proposals.**

**255.13.1 Committee.** Issue is discussed in committee and research performed by the committee. The committee shall vote on submitting the suggested proposal (hereafter referred to as "document"). If a majority of the committee votes to submit the document, then it is submitted to Council. The Committee Chair forwards the document to the Council Chair, who will include it on the Agenda for the next Regular Council meeting for discussion.

**255.13.2 Staff Council.** The Council Chair shall ask that the document be posted to the website for review by Representatives prior to the next Regular Council meeting. The document will be presented at the next Regular Council meeting by the Chair of the Committee. The document will be discussed during the Regular Council meeting where the Council shall:

(a) Table the proposal for further study;

(b) Send it back to the Committee for revision;

(c) Vote on submitting the document to the President. A majority affirmative vote is needed to forward the document;

(d) If approved, it is forwarded to the President with a cover memo from the Council Chair;

(e) If denied, the document could be sent back to the committee for further study and be resubmitted, or it could be abandoned.

**255.13.3 President's Cabinet.** The document is submitted to be placed on the President's Cabinet Meeting Agenda. A copy of the document will also be sent to the President's Executive Assistant. Review/action by the President's Cabinet is requested. The President is asked to report back to the Council on actions taken by the President's Cabinet. When the Council receives a reply from the President regarding the document, the outcome will be presented by the Council Chair at the next Regular Council meeting.

**255.14 Article XIV: Staff Grievance Policy and Procedures.**

**255.14.1 Grievance Policy.** This policy will provide the employee (current or previous) formal grievance procedures designed to provide a review of the grievance and to recommend a resolution(s) of the grievance. This policy will provide the employee (current or previous) with a Representative to help with the procedures. This policy covers Staff who are either regular full-time with benefits (37.5/40 hours per week) or regular part-time with benefits (20 or more hours per week and meet the definition of Staff (See Section 255.3 ). The policy also covers former Staff who brings forward a grievance that occurred during University employment within ten (10) working days of termination. This policy does not apply to Staff during their introductory period.

**255.14.2 Representatives to the Grievant.** Human Resources will contact the Council Chair who will assign the employee a Representative. Human Resource staff will be exempt from serving as a Representative. The Representative will be a trained member of the Staff Grievance Appeals Committee. The employee's Representative can give assistance with understanding the policy, filling out the grievance form, writing a statement, and attending the Grievance Appeals hearing with Grievant.

**255.14.3 Grievance Liaison.** The Grievance Liaison shall:

- (a) Be a Representative or Officer of Council with knowledge of the Staff Grievance policy and procedures.
- (b) Serve at the discretion of the Council Chair.
- (c) Serve as advisor for all Staff Grievances.
- (d) Serve as an ex-officio member of the Employee Relations Committee.
- (e) Serve as an ex-officio member of the Grievance Appeals Committee.
- (f) Serve as a member of the Executive Committee.

**255.14.4 Grievance Appeals Committee.**

**255.14.4.1 Membership.** The Grievance Appeals Committee will be made up of the Grievance Liaison and thirty (30) members based on an application process. The Grievance Liaison is appointed by the Chair of the Council and the

applicants are from areas (Divisions) represented by the Council. The selection of the Committee members is made by the Human Resources Employee Relations Representative and the Council Chair, ensuring a diverse pool for approval by the University President. The Committee will consist of thirty (30) members of which 5 will be alternates. The five (5) alternate members will serve on the Committee in the event of terminations or leave of absences. A list of the recommended thirty (30) Committee members and alternates is sent to the University President for approval. The University President will notify Committee members of their appointment by letter.

**255.14.4.2 Term.** The members will serve a three year appointment.

**255.14.4.3 Panel Chair.** After selection, a pool of ten (10) trained Grievance Appeals Panel Chairs will be chosen from the list of thirty (30) Committee members. Human Resources will conduct an annual mandatory training session for all members of the Committee, Panel Chairs, and alternates. This training will include a review of the University's Grievance Policy and Procedures, proper conduct of the Committee members, and specialized training for the Panel Chairs.

**255.14.4.4 Selection for Panel.** The Human Resources Employee Relations Representative will select at random five (5) Committee members and one (1) Panel Chair to serve on each Grievance Appeals Panel hearing. Any member shall, with good cause, disqualify himself/herself in a particular Grievance Appeals hearing.

**255.14.5 Confidentiality.** Information generated in the course of reviews of grievances brought under this policy will be given the full extent of confidentiality accorded by law. Any person who improperly reveals such confidential information will be subject to disciplinary action, which can include dismissal.

**255.14.6 Discrimination.** Sexual harassment and other illegal discrimination based on sex, race, age, national origin, sexual orientation, religion, disability, or veteran status will not be tolerated. Complaints of illegal discrimination will be administered pursuant to the ISU Affirmative Action policies and procedures. Anyone who may be the victim of such harassment or discrimination should report such matters to the Indiana State University Affirmative Action Office.

**255.14.7 Protection of Participants.**

**255.14.7.1 Reprisals.** In order that employees may express opinions and views freely and responsibly, this policy prohibits any act of reprisal against a University employee for filing a grievance or against other persons for participating in the grievance process. Such acts of reprisal constitute in themselves violations of this policy and will result in prompt disciplinary action that may include dismissal.

**255.14.7.2 Frivolous Grievance.** It is also a violation of this Policy to file a frivolous grievance, a grievance based on false or misleading information, or to harass any employee. Any person filing a frivolous grievance, a grievance based on misleading information, or harassing any employee concerning a grievance will be subject to disciplinary action, that may include dismissal.

**255.15 Article XV: Grievance Procedure.**

**255.15.1 Grievance Procedure for Current Employees.**

**255.15.1.1 Mediation.** It is the responsibility of a current employee if an issue or concern arises, to make an appointment to speak with the employee's immediate supervisor within two (2) weeks of the incident. If the employee is uncomfortable in arranging or cannot arrange an appointment with their immediate supervisor, the employee should call the Human Resources Employee Relations Representative to have an appointment set up. Human Resources will contact the Council Chair who will assign the employee a Representative and the liaison. The Representative will be a trained member of the Grievance Appeals Committee. The employee's Representative can give assistance with understanding the policy, filling out the grievance form, writing a statement and attending the Grievance Appeals hearing with Grievant.

**255.15.1.1.1 Appointment with Supervisor.**

**255.15.1.1.1.1 Duty of Employee.** During the appointment with the supervisor, the following steps need to be taken:

- (a) State the issue in an accurate written statement.
- (b) Have witnesses to the facts if available, or their written statements.
- (c) Take notes of the discussion.

**255.15.1.1.1.2 Duty of Supervisor.** As the current employee's supervisor, during the appointment with the employee, the following steps need to be taken:

- (a) Listen to the employee's explanation of the issue;
- (b) Document details as provided by the employee and yourself (supervisor).

**255.15.1.1.2 Following Appointment.** As the current employee's supervisor, after the discussion with the employee the following steps need to be taken:

- (a) Interview witnesses who were involved or observed the issue at hand.
- (b) Document information provided by witnesses interviewed.
- (c) Give a decision in writing on the issue or concern to the Staff employee and hand deliver copy to Human Resources within five (5) working days.

**255.15.1.2 Formal Grievance.** If the grievance is not resolved by direct communication between the employee and the supervisor, it is the employee's responsibility to contact the Human Resources Employee Relations Representative to begin Step II of the procedure. Step II will begin the formal portion of the procedure. A copy of the procedure and the necessary form will be given to the employee by Human Resources. The employee is responsible for filling out the form and giving it to Human Resources within five (5) working days after the meeting with the supervisor. The employee shall then be known as the Grievant.

**255.15.1.2.1 Grievance Form.** Include in the grievance form the following information:

- (a) Where the incident occurred.
- (b) When the incident occurred.
- (c) Witnesses and contact information to the incident.
- (d) Facts and exact information concerning the incident.
- (e) Suggested resolution.

**255.15.1.2.2 Notice.** Human Resources will hand deliver the form to the appropriate supervisor by 4:30 p.m. of the next business day. If the grievance is against the Grievant's immediate supervisor, Human Resources will begin the procedure with the appropriate next level supervisor.

**255.15.1.2.3 Extension of Time Limits.** At any step during the process the parties shall mutually agree in writing to extend the time limits.

**255.15.1.2.4 Response.** After the Grievance form is received, the supervisor must respond in writing their response within five (5) working days to Human Resources. Record the following:

- (a) Where the incident occurred.
- (b) When the incident occurred.
- (c) Witnesses and contact information to the incident.
- (d) Facts and exact information concerning the incident.

**255.15.1.3 Vice-President Review.** If after the supervisor responds the grievance is not resolved, the Grievant shall ask to have the grievance submitted to the appropriate Vice President within five (5) days of the receipt of the response.

**255.15.1.3.1 Employee's Responsibilities.** It is the employee's responsibility to contact the Human Resources Employee Relations Representative to begin Step III of the procedure and Human Resources will hand deliver the grievance to the Vice President by 4:30 pm of the next business day.

**255.15.1.3.2 Decision of Vice President.** The Vice President will review the matter and shall consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will hand deliver copies of the response to the Grievant and the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties shall mutually agree in writing to extend the time limits.

## **255.15.2 Grievance Procedure for Previous Employee.**

**255.15.2.1 Formal Step.** It is the responsibility of the previous ISU employee (Grievant) to contact the Human Resources Employee Relations Representative regarding the Grievance Policy within ten (10) working days of termination.

**255.15.2.1.1 Grievant Representative.** Human Resources will contact the Council Chair who will assign the Grievant a Representative and the liaison. The Grievant Representative can give assistance with understanding the policy, filling out the grievance form, writing a statement, and attending the Grievance Appeals hearing with the Grievant.

**255.15.2.1.2 Grievant Form.** The Grievant is responsible for filling out the form provided by Human Resources initiating the formal

grievance procedure. Human Resources will hand deliver the grievance to the appropriate Vice President and a copy to the immediate supervisor by 4:30 pm of the next business day. At any step during the process the parties shall mutually agree in writing to extend the time limits.

**255.15.2.1.2.1 Duty of Grievant.** Include in the grievance form the following information:

- (a) Where the incident occurred.
- (b) When the incident occurred.
- (c) Witnesses and contact information to the incident.
- (d) Facts and exact information concerning the incident.
- (e) Suggested Resolution.

**255.15.2.1.2.2 Duty of Supervisor.** As a supervisor, the following steps need to be taken:

- (a) Read the Grievance form as completed by the Grievant.
- (b) Wait for the Vice President's decision on the grievance.

**255.15.2.2 Vice President Review.** The Vice President will review the grievance and shall consult with appropriate supervisory levels. The Vice President will provide written notification of their response to Human Resources within ten (10) working days of receipt of the grievance. Human Resources will mail the response to the Grievant by certified mail. Human Resources will also hand deliver a copy to the supervisor by 4:30 p.m. of the next business day. At any step during the process the parties shall mutually agree in writing to extend the time limits.

**255.16 Article XVI: Grievance Appeals Hearing.** If the grievance is not resolved, the Grievant shall advise the Human Resources Employee Relations Representative to pursue the grievance by scheduling a hearing between the Grievant and immediate supervisor(s) with the Grievance Appeals Panel within five (5) working days of receipt of the response from the Vice President.

**255.16.1 Witnesses.** During the five day time period, the Grievant and Supervisor will contact witnesses to attend the hearing or obtain their written account of the incident. The Grievant

will submit a list of witnesses and relevant documentation to Human Resources prior to the hearing.

**255.16.2 Written Statement.** The Grievant and Supervisor will need to have a written statement to read at the hearing which includes the following:

- (a) Where the incident occurred.
- (b) When the incident occurred.
- (c) Witnesses and contact information to the incident.
- (d) Facts and exact information concerning the incident.

**255.16.3 Panel Members.** Human Resources will choose five (5) Grievance Appeals Committee members and one (1) Panel Chair randomly to serve on the Panel and preside at the hearing.

**255.16.4 Hearing.** Human Resources will set the time and place for the grievance hearing and the Grievance Appeals Panel Chair will conduct the hearing. When the hearing is convened, the Grievance Appeals Committee members, Panel Chair, the Grievant, his/her Representative, Grievance Liaison, supervisor, his/her Representative, Human Resources Representative, and the Council Chair shall be present.

**255.16.4.1 Witness Presence During Hearing.** Witnesses for the Grievant and/or supervisor shall only be present in the hearing during the time their testimony is requested. The Human Resources Representative and Council Chair will observe the hearing to ensure that the hearing is conducted in a manner that provides each side an opportunity to present his/her position to the Grievance Appeals Panel.

**255.16.4.2 Conduct of Hearing.** The Grievant will read their written statement, answer questions, and could have follow-up questions from the Panel. The supervisor will read their written statement, answer questions, and could have follow-up questions from the Panel. At the conclusion of the hearing, the Grievant, supervisor, and witnesses will be dismissed. The Panel will then review information provided during the hearing and make a decision to either accept or reject the Grievant resolution(s) as outlined in the grievance form and/or shall provide alternate resolution(s) to resolve the grievance.

**255.16.5 Panel Decision.** The Panel will hand deliver their written decision and/or resolution(s) to Human Resources using the template provided within five (5) working days of the decision. Human Resources will distribute copies to the University President, Council Chair, and Grievant.

**255.16.6 Final Determination.** Upon receipt of the Panel's written decision and/or resolution(s), the University President will review and submit in writing his decision within ten (10) working days of the Panel's recommendation(s) to Human Resources. The University President shall

seek further consultation including, but not limited to, the appropriate Vice President, the Council Chair, and the Human Resources Representative.

**255.16.7 Notice of Decision.** Upon delivery of the President's decision, the grievance procedure is complete and Human Resources will hand deliver copies to the Grievant, appropriate Vice President, Council Chair, and the Grievance Appeals Panel Chair by 4:30 p.m. of the next business day.

*Last revised February 1, 2011.*