

**DGBA (REGULATION):**  
**Procedures for a General Grievance Hearing**  
**(One of the Parties is at the Vice President Level)**

**Pre-Hearing Procedures**

- Notice of grievance is received.
- Must be submitted to Human Resources (HR) in writing.
- Grievance calendar is created with vital dates.
- Copy all relevant paperwork and share with Respondent and schedule formal hearing within seven (7) business days. Give both grievant and respondent notice of date to file paperwork for hearing.
- Let both sides know that they can use representation. However, if representation is an attorney, advance notice must be given so that opposition can also be represented by attorney.

**Hearing Procedures**

- The hearing is conducted by a Hearing Administrator (Human Resources representative or designee).
- The Hearing Officer is the President.
- Grievant has thirty (30) minutes to present case, present evidence, and call witnesses.
- Respondent has ten (10) minutes for question(s) of Grievant. Respondent must submit questions for Grievant to Hearing Officer who will ask (relevant) questions of Grievant. Hearing Officer may ask own questions.
- Respondent has thirty (30) minutes to respond, to present case, present evidence, and call witnesses.
- Grievant has ten (10) minutes for question(s) of Respondent. Grievant must submit questions for Respondent to Hearing Officer who will ask (relevant) questions of Respondent. Hearing Officer may ask own questions.
- Grievant has five (5) minutes to summarize case.
- Respondent has five (5) minutes to summarize case.
- Hearing is adjourned.
- Hearing Officer has ten (10) days to submit finding in writing to justify decision. The President's decision is final.

**Appeal of the President's Decision to the Board of Trustees**

Appeals must be submitted to HR in writing within fifteen (15) business days.

Appeal of the President's decision to the Board of Trustees must be based solely upon procedural mistakes or miscues involved in either the Primary Hearing process or the Appeals Hearing process. The Board of Trustee may elect to hear the appeal or not.