

# **CECOS UNIVERSITY OF IT & EMERGING SCIENCES**

Ref No. CU/Reg/225-7091

Dated: November 28, 2022

## **NOTIFICATION**

### **EMPLOYEES GRIEVANCE COMMITTEE (EGC)**

The President, CECOS University is pleased to approve the Employees Grievance Committee (EGC) and procedure for addressing the grievances of Employees as mentioned below, with immediate effect:

#### **Preamble**

1. The Employees Grievance Committee (EGC) is authorized to consider and hear or otherwise dispose of individual grievances, of CECOS faculty/ staff (referred to as the “grievant” in this document), that have not been resolved at the staff or administrative levels and to provide mediation when appropriate.

#### **Composition of the Committee**

2. The composition of the SGC is as appended:

|                        |   |                           |
|------------------------|---|---------------------------|
| a. Registrar           | : | Chair/Convener            |
| b. Respective HoD      | : | Member                    |
| c. Director QEC        | : | Observer                  |
| d. Manager HR          | : | Member/Secretary          |
| e. 2 x Faculty Members | : | Members (nominated by VC) |

#### **Submission of a Grievance to the EGC**

3. A grievance shall mean a written complaint together with any supporting documentation filed by a grievant with the HoD, which if true would constitute a violation of the grievant's status or rights.

4. To initiate a grievance with the EGC, a faculty/ staff member must file the grievance electronically within 15 working days of discovering the grievable actions or circumstances, to the respective HoD with the following required information as clearly and briefly as possible:

- a. The names of the parties involved in the grievance.
  - b. Details regarding the specific issues and actions upon which the grievance is based.
  - c. The desired outcome or remedy.
  - d. Documentation supporting all allegations involved in the grievance.
5. The HoD will then analyze the complaint and would try to address it at the departmental level. If, however, the grievance cannot be addressed at the departmental level then it will be forwarded to the respective Dean/next superior.
6. The respective Dean/next superior will then determine if the complaint should be assigned to the SGC for adjudication. If the Dean/next superior assigns the case to the EGC, then the Chair will call a meeting of the Committee as soon as possible.

### **EGC Process**

7. The Committee will first review the complaint for the purpose of determining whether the facts and circumstances therein alleged constitute a grievance within the jurisdiction of the Committee. If the Committee finds that no grievance has been stated or if the Committee finds that the complaint for any other reason does not fall within its jurisdiction, it will return the complaint.
8. If the EGC decides that the evidence submitted warrants a detailed investigation and/or formal hearing, the EGC Chair will provide an electronic copy of the initial grievance and supporting documentation to everyone about whom the grievant is complaining in the grievance (referred to in this document as “respondents”). The respondents will then submit their responses to the SGC Chair along with any materials relevant to the case. These materials should be submitted no later than five (05) working days from receipt of the grievance by the respondent from the SGC.
9. The EGC reviews all materials submitted according to its procedural rules. Some grievances will be resolved after a review of the written materials. If this is the case, a written report will be issued, in accordance with the procedures. Other grievances will require a formal hearing that follows the initial review.

10. Hearings will be conducted as follows:

- a. All hearings will be electronically recorded.
- b. A hearing shall begin with opening statements from each party, beginning with the grievant.
- c. Following opening statements, the grievant will present his/her case, including his/her own testimony. The respondent(s) will then present their case, including his/her own testimony. The grievant and respondent may call witnesses to give testimony on their behalf. Witness testimony may be limited, as appropriate, as determined by EGC members.
- d. Both the grievant and the respondent may present a list of questions to the EGC or subcommittee that they would like the committee to ask the other party or witnesses. EGC members will ask those questions that they deem relevant to the issues under consideration during the hearing.
- e. EGC members will also ask questions they deem necessary to understand the grievance and resolve the dispute.
- f. If further investigation is needed, EGC members may request additional documentation or testimony following the hearing. All parties must be present during the presentation of any additional testimony following the hearing. Any additional materials requested and submitted by one party will be made available to the other party. Written responses must be submitted electronically to the EGC Chair by the time specified by the EGC. All parties will have an opportunity to respond to such additional information by a deadline specified by the EGC.

### **EGC Report and Recommendations**

11. When the investigation and/or hearing are complete, including the review of any necessary follow-up testimony and documentation, the EGC will meet to deliberate and for preparing a report. Any recommendations by the Committee shall be relevant to its findings of fact and may include, but not be limited to, the following:

- a. Rectifying any grievance found in the report;
- b. Preventing the recurrence of the grievance, and
- c. Correcting any deficiencies or abnormalities found in bylaws, rules, regulations or procedures relevant to the grievance.

12. After the finalization of the report, it will be signed by all committee members and will be submitted to Vice Chancellor for further necessary actions.

*Note: The EGC is an advisory body that makes recommendations to the competent authority; it does not have the authority to enforce its recommendations. The EGC helps resolve disputes; it is not a legal body, and it does not communicate or interact with grievants' or respondents' attorneys.*

### **REGISTRAR**

Copies: Vice President, Vice Chancellor, Deans, All Academic & Admin HoDs/Directors,  
Manager HR