



HUMAN RESOURCES POLICY

SUBJECT:	Labor & Employee Relations	TITLE:	OFFICIAL COURT STENOGRAPHERS & ARBITRATORS		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President Human Resources		Responsible Office:	Human Resources	
CODING:	30-01-50-25:00	ADOPTED:	07/01/90	AMENDED:	04/09/09
			LAST REVIEWED: 04/09/09		

PURPOSE: To set policy determining the use and method of payment for official court stenographers and arbitrators.

RESPONSIBILITY: The Vice President for Human Resources is to ensure compliance with this policy.

POLICY:

It is the policy of the University to allow the use of official court stenographers to record and transcribe hearings when it is deemed necessary by Human Resources or the Office of Legal Management. For union arbitration hearings, the use of an official court stenographer, as well as the services of an arbitrator, is required.

The use of a court reporter is subject to the approval of the Director of Labor Relations.

The responsibility for payment of costs associated with the stenographer and arbitrator is set forth in the following procedure.

PROCEDURES:

1. In non-arbitration hearings, the following shall apply:
 - A. Should the grievant request a court stenographer, he/she shall bear the cost.
 - B. Should the union request a court stenographer, the union shall bear the cost.

C. Should the University request a court stenographer, the department of the grievant shall bear the cost.

D. If both parties request a court stenographer, the cost shall be shared equally between the department and the union.

2. In arbitration hearings, the following shall apply:

A. The department where the grievant is employed and the union representing the grievant shall equally share the costs of providing a court reporter, supplying a transcript of the proceedings to the arbitrator, and the services of the arbitrator.

B. If the University requests a copy of the transcript, the department in which the grievant is employed shall be assessed the cost.

C. If the union requests a copy of the transcript, the union shall be responsible for paying the court reporting service for the transcript.

D. If both parties request a court stenographer and an arbitrator, the costs shall be shared equally by the department and the Union.

By Direction of the President

Vice President for Human Resources