

# Procedure

Procedure # 3.02.23.01

Effective Date 6/24/98

Revised 3/22/04

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Mediation</p>	<p><i>(Specific Subject Area)</i></p> <p>A Conflict Resolution/ Mediation Process</p>
<p><b>Relates to Policy #</b></p> <p>3.02.23.01</p>	<p><b>Author:</b> Ad Hoc Grievance Committee; Chair, Carol Haught</p> <p><b>Supersedes Procedure #</b></p>	
<p><b>Impact:</b></p>		
<p><b>Legal Citation (if any):</b></p>		
<p><b>North Idaho College</b></p>		

Procedure Narrative

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1. This process may be employed if, and only if, both parties agree to meet with and abide by the resolution facilitated by a member selected from the Conflict Resolution/Mediation Committee, CRMC, pool (see #2 below). Parties are to request jointly and in writing, to the director of human resources indicating their wish to utilize this process. Also, the two parties are to agree mutually to one (1) member from the CRMC pool to serve as their mediator. The director of human resources will arrange the meetings for the two parties and the mediator. Normally, these meetings should total no more than three (3) hours and will involve only the two parties and their mediator.

Insofar as possible, all mediation sessions shall be closed and conducted during regular college working hours with release time for both parties and the mediator from their regular duties.

With concurrence of both parties, copies of any documents generated during the mediation, will be maintained by the director of human resources in a file separate from either of the parties' personnel files or destroyed.

2. The CRMC pool is to consist of six (6) members--two representatives from the faculty, two from management, and two from support staff. These six representatives from the campus' three major constituent groups are to be appointed by their respective president/chair. Members of the CRMC pool will serve a minimum three-year term.
3. The director of human resources will organize, schedule, and fund any training programs or activities deemed essential for these six members.
4. When needed, the director of human resources will convene meetings of the entire CRMC pool which will elect their chair from among its membership.
5. The CRMC review is a non-legalistic, informal problem-solving process and active honest participation is required by all parties for its success.
6. This process shall not supersede the college grievance procedure, the reclassification appeals process, or any other such deliberative processes of the college.