

Section: Employee Advisor

Adoption Date: 8/15/19

Revision Date:

Sponsoring Unit/Department: Human Resources

Employee Advisor

Employees experiencing workplace issues involving working conditions, relationships between employees, and relationships with supervisors may be asked or may initiate meetings with supervisors or other College authorities to clarify roles, perceptions, direction, and expectations.

The College recognizes that some employees may feel more secure in having support from an Employee Advisor (EA) present at the meeting. The role of the EA in such a meeting can be as an advisor, observer, note-taker or confidante. The EA may be invited to clarify information or provide perspective, but is not intended to speak in place of the employee except when rare circumstances preclude adequate self-representation. If the EA is disruptive or detrimental to the progress of the meeting, the supervisor may request the EA leave the meeting.

At the request of an employee, an EA may attend the meeting, except when:

- A situation requires an immediate meeting to address a serious, time-sensitive issue, which precludes inclusion of an EA;
- The issue to be addressed in a meeting requires discussion of confidential information of someone not included in the meeting, such as individual student or medical information, or the subject employee's own privacy. While an employee may waive confidentiality about their own information, they may not do so for another person.

Additional EA Parameters

- An EA can be any other College employee the employee designates.
- Serving as an EA is entirely voluntary.
- In agreeing to serve as an EA, the EA is expected to maintain confidentiality about matters discussed while supporting another employee.
- An employee may be required to pick an alternative EA if the first choice is unavailable or when a reasonable effort to find a mutually acceptable meeting time is unsuccessful.
- A requested EA may be inappropriate to include in a meeting because of their own personal involvement or other conflict of interest.
- A requested EA should obtain release from their supervisor in order to support another employee. Generally, employees are allowed to take paid time away from their regular duties to serve as an EA. As much as possible, EA work should be scheduled to minimize impact to their regular duties.

A matter that persists between an employee and their supervisor should be referred to Employee Relations.