

Almanac

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ATO Mediation Attempt:

Professor A. Leon Levin, the hearing officer, heard final witnesses January 2 in the University's proceeding against Alpha Tau Omega Fraternity, under guidelines established by Judge Lois G. Forer of the Court of Common Pleas.

During the proceeding, Professor Levin proposed that the University and the fraternity attempt mediation. President Sheldon Hackney and other members of the administration consulted with the faculty-student Committee on Consultation (composed of past, present, and future chairs of the Faculty Senate and the present chairs of the undergraduate and graduate student assemblies). All agreed that the Levin proposal should be followed.

Dr. Walter J. Gershenfeld, acting dean of the Ambler campus of Temple University, acted as mediator. The University's positions in the mediation were set after extensive deliberations with the Committee on Consultation. The mediation proved unsuccessful. The matter is therefore still before Professor Levin for decision, and he has not indicated when he will issue a decision.

—University News Bureau

IN BRIEF

Founders Day: Edward F. Lane, former assistant vice president for development and alumni relations, will be among the six alumni receiving Awards of Merit for outstanding contributions to Penn at the Founder's Day Reception and Luncheon on January 21. The General Alumni Society will also pay tribute to Benjamin Franklin and present awards to two students. For reservations call Ext. 7811. The reception will be in the Chinese Rotunda of the University Museum at noon and is free with luncheon. The luncheon is planned for the Upper Egyptian Gallery for 12:30 p.m. and is \$20. Earlier in the day, at 11 a.m., the Education Alumni Association will meet with Mayor Wilson Goode in the Museum's Rainey Auditorium.

Food, Points East: Some upcoming and recent changes in availability of food east of 36th Street:

Houston Hall: Reopening of food service in the space vacated by Hardee's is scheduled for the first week of classes (next week). The Offices of University Life and Operational Services are choosing now among bids by outside vendors for a short-term (one-semester) contract; hours are to be announced.

HUP at Hilton: Moved in November for Phase IV
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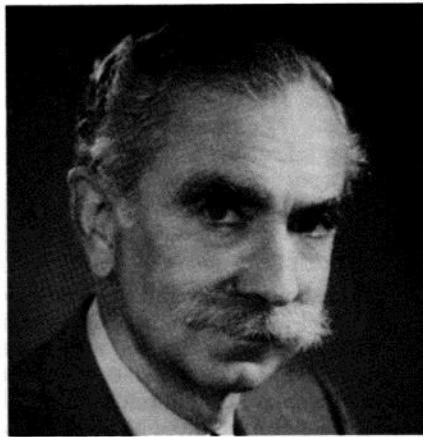
- **Of Record: Staff Grievance Procedure, pp. 2-3**
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Riklis Professorship: William Zucker

The Wharton School has announced the creation of the Riklis Professorship in Management, a new chair honoring the businessman and philanthropist Meshulam Riklis, whose career was described by Wharton Dean Russell E. Palmer, as "an example of the fruits of successful entrepreneurship for the individual and for society."

Wharton Professor William Zucker, director of the school's Real Estate Center and adjunct professor of management, has been named to the chair. A prominent educator in entrepreneurship, family-held firms, minority business formation, and shopping center and mall development, Dr. Zucker has also served as associate director of the Entrepreneurial Center at Wharton, teaching courses in entrepreneurship and developing an innovative program and courses in real estate study.

The nineteenth chair to be created at Wharton, the Riklis Professorship will be funded by gifts from a foundation established by the corporation—Rapid-American—of which Mr. Riklis is chair and chief executive officer. Rapid-American Corporation is the parent of a complex of firms including Schenley Industries, McCrory Stores, Lerner Shops, and Botany "500." The establishment of this chair is



Dr. Zucker

part of an overall campaign to gain financial support for the attraction and retention of leading scholars and educators, said Dean Palmer. "The central mission of this institution is the creation and dissemination of management and economic information of use to society. That function cannot be assured without the continued development of the business school faculty, and that development rests, among other things, upon chairs such as this one."

King Celebration

For this year's Martin Luther King, Jr., Memorial Program at Penn, the President and Provost invite all members of the University to Irvine Auditorium Saturday, January 21, at 7:30 p.m. Dr. Constance Clayton, superintendent of the Philadelphia schools, is the keynote speaker and the entertainment highlight this year is a performance by Philadanco, a multiracial dance troupe begun as a local community troupe and now performing year-round in major urban centers and summer festivals. The dancers here are Corbett McNeil, Wendy Tucker, Beverly Gilliam and Evelyn Watkins.





Staff Grievance Procedure

In December President Sheldon Hackney's letter to Ombudsman John Keene regarding the Staff Grievance Procedure (Almanac December 20, 1983), advised that the complete text of the full grievance procedure would be published in Almanac "Of Record". The full text of the Staff Grievance Procedure follows. It is effective immediately upon this publication. Any questions or comments should be directed to the Office of Staff Relations, 516 Franklin Building/16, Ext. 6093.

I. Introduction

There should be several means by which a question, problem, or concern of a staff member may be resolved. The first and most preferable is through some sort of informal process. There are certain offices at the University well-equipped to facilitate informal discussions of employment difficulties. However, there will be a few cases which cannot be resolved on an informal basis. In these instances, therefore, a formal grievance procedure is necessary and desirable.

II. Purpose

The University of Pennsylvania believes that a member of the nonacademic staff should not have to resort to an external procedure for the airing and the resolution of questions, concerns, and problems relative to his or her employment here. At all times it should be the fundamental consideration of the University and the staff member to promote a satisfactory resolution, as quickly as possible, of the problem within the framework of University policies and fairness to the parties involved.

III. Informal Procedure

It is expected that a staff member will first attempt to resolve the matter with his or her supervisor. The Office of Staff Relations and the Office of the Ombudsman, among others, are well equipped to facilitate or aid in such discussions to resolve the matter. The staff member should attempt to resolve the matter in this informal procedure within twenty (20) working days from the day the staff member first knew or could reasonably be expected to have known of the circumstances giving rise to this grievance. If the matter involves an allegation of sexual harassment or discrimination this time period may be extended to provide sufficient time to attempt to resolve the matter. If the matter cannot first be resolved in this manner, the staff member has the right to file a formal grievance.

IV. Formal Procedure

Definition of a Grievance: A grievance is defined as an unresolved problem concerning application of University policy, practice or procedure, excluding position classification decisions, but including disciplinary action, involuntary termination, allegations of sexual harassment or discrimination on the basis of race, sex, sexual or affectional preference, age, marital status, ethnic or national origin, religion or handicap.

Eligibility: This procedure is applicable to grievances arising out of the employment of any regular, full-time or part-time exempt (monthly paid) or non-exempt (weekly paid) staff member holding a nonacademic appointment in a PA or G salary grade but excludes staff members covered by collective bargaining agreements.

Filing Process: The staff member must initiate the formal grievance procedure within twenty-five (25) working days from the date the staff member first knew or could reasonably be expected to have known of the circumstances giving rise to the grievance. The staff member, with the aid of a representative of the Office of Staff Relations or their advisor, completes and signs the grievance form (Form SR-1), which includes the following:

- a) a summary of the grievance;
- b) a summary of the steps taken to resolve the matter through discussions in the informal procedure and any other action, including any actions taken under any statute or governmental regulation;
- c) a summary of all factual information appropriate and necessary for further consideration of the issue.

If the grievance involves a charge of discrimination, the Office of Affirmative Action will be notified by the Office of Staff Relations and will participate in the investigation and resolution of the staff member's grievance. In such a case, the time period for Step 1 may be extended in order to provide time for such efforts.

The formal grievance procedure:

Step 1. The staff member shall submit the written grievance to his/her immediate supervisor, who shall have ten (10) working days to meet with the staff member and respond in writing to the grievance. A copy of the supervisor's written answer will be forwarded to the staff member and the Office of Staff Relations.

Step 2. If the grievance is not resolved to the staff member's satisfaction at Step 1, the staff member may submit the written grievance, with the supervisor's answer, to the Department Head/Chairperson (or a designated representative).* The written grievance must be presented within five (5) working days of the Step 1 answer. The Department Head/Chairperson or the designated representative shall have ten (10) working days in which to meet with the staff member and respond in writing to the grievance, with a copy to the staff member and to the Office of Staff Relations.

*If the immediate supervisor is the Department Head/Chairperson, Step 2 shall be omitted and the grievance shall move to Step 3.

Step 3. If the grievance is not resolved to the staff member's satisfaction at Step 2, the staff member may submit the written grievance to the appropriate Dean, Vice President, Director or other designated administrative head of the unit within five (5) working days after the Step 2 answer. The staff member and the identified administrative head will review the matter with the Manager, Staff Relations. The administrative head will reply to the grievance in writing within fifteen (15) working days after the date it is presented, with a copy to the supervisor, staff member and Manager, Staff Relations.

Step 4. If the grievance is not resolved to the staff member's satisfaction at Step 3, the staff member may submit a written request to the President of the University for a hearing before a five-member panel within fifteen (15) working days following the receipt of the decision in Step 3. Copies of such a request, at the same time, shall be submitted to the supervisor and the Manager, Staff Relations.

The panel shall consist of five (5) members including the Chairperson. The Chairperson will be appointed by the President of the University within ten (10) working days of receipt of the request.

The decision of the panel shall be reported in writing to the President within thirty (30) working days of the appointment of the chairperson. This decision shall be final and binding on all parties unless the President responds in writing within fifteen (15) working days to the Chairperson setting forth his decision in the matter and the reasons for modifying or rejecting the decision of the panel. The Chairperson shall immediately notify in writing all parties involved of the decision of the President which shall become final and binding on the parties.

V. Comments

1. Compliance with University Policy: If the grievance is directed against a specific change in the staff member's employment status, such change may be effected if a determination is made by the Manager, Staff Relations that University procedures relevant to the matter were substantially followed.

2. Protection Against Discriminatory Action: No staff member will be discriminated against or otherwise adversely treated because he or she has filed a grievance. In the event a staff member claims discriminatory treatment for grieving or participating in a grievance hearing for any purpose, the claim will be immediately heard at Step 3 of this procedure.

3. Confidentiality: The record of any grievance shall, as applicable, be covered by the policy pertaining to the confidentiality of records.

4. Advisor to a Staff Member/Immediate Supervisor: The grievant and the responding administrative unit head may each select an advisor from the full-time faculty or nonacademic staff. Throughout the informal processes, and Steps 1 to 3 of the formal procedures, the advisors may assist the grievant and/or the responding administrative unit head to prepare for formal meetings and discussions. They may actively participate in any formal meetings or formal discussions, although only to the extent of asking questions to elicit facts, but in no way can the advisor impede this process. During panel hearings, legal representatives and advisors to both parties are expected to remain silent, and they are not permitted to participate actively in the dialogue of discussions unless so requested by the Chairperson to insure fair representation.

The most effective and timely way to bring about an equitable resolution of any dispute is for the offended party and the appropriate administrative head to discuss the issue directly. At panel hearings, direct dialogue, questioning, and discussion between the grievant and the panel, between the administrative head and the panel, as well as between the parties, should facilitate the discussion of essential issues in each particular case and lessen the likelihood of diversions from central issues and into procedural maneuvering. The

panel hearings need not follow strictly legal guidelines or courtroom procedures. Rather, fairness and openness are to be the guiding principles of panel hearings. All communications shall be between the grievant and the applicable representative of the University.

The Manager, Staff Relations shall maintain a listing of members of the full-time faculty and nonacademic staff who have volunteered to be advisors under this procedure.

5. Chairperson of Staff Grievance Panel: The Chairperson shall have the responsibility of obtaining the remainder of the panel members from the appropriate lists. The Chairperson may call such meetings as necessary for the orderly functioning of the panel, insure the composition of the panel and the provision of fair and complete representation of all relevant points of view involved in the grievance.

6. Panel: The list of panel members shall contain at least twelve (12) members from the administrative and professional categories (A-1, exempt) and at least twelve (12) members from the technical, clerical, and service categories (A-3, non-exempt, weekly-paid). Volunteers will be solicited from the University community at large and from appropriate University organizations. All members of the panel must be full-time University staff members with at least six (6) months of University service. A panel member may remain on the list until the member serves on a panel. Once a panel member serves on a panel, that member cannot again serve on a panel for at least twelve (12) months from the date of the panel's written recommendations. The Manager, Staff Relations shall maintain at all times twelve (12) names from each grouping indicated above.

7. Selection of the Panel: Upon receipt of a grievance, the Chairperson shall contact the grievant and the immediate supervisor to obtain the name of their respective panel representative; these two named representatives must be full-time University staff members with at least six (6) months University service. The panel representatives of the staff member and the immediate supervisor cannot be advisors or from the department that was involved in the first two steps of the formal grievance procedure. The panel representatives so named shall be contacted by the Chairperson and each shall select one additional panel member from the current panel list. The panel shall be five (5) persons in total, including the Chairperson.

8. Panel Hearing: The Chairperson shall control and direct hearings in as informal a manner as possible. Both parties to the grievance are required to be present during the proceedings. The Chairperson shall preside at the hearing and shall rule on motions, procedural questions, and admissibility of evidence. At the discretion of the Chairperson a record of the proceedings may be kept in the form of stenographic notes or tape recordings and may be transcribed. For questions pertaining to University policies and procedures, the Chairperson shall consult with the Manager, Staff Relations.

9. Time Limitations: All parties involved in the Staff Grievance Procedure should adhere to the time limitations as set forth. However, it is recognized that sickness, vacation, other personal leaves or the nature of the grievance might interfere with the strict adherence to these time limitations. Therefore, additional time may be granted, but only by the Manager, Staff Relations, and then only before the time limit sought to be extended has expired. If a grievance is not answered in or extended in a timely fashion it shall be deemed denied at that level and may be processed into the next step of the grievance procedure.

10. Questions or Interpretations: All questions relating to any aspect of this grievance procedure shall be directed to the Manager, Staff Relations, unless expressly stated otherwise. The Manager, Staff Relations has the responsibility to provide interpretations as to the meaning or applications of any portion of this procedure.

11. Reports: The Manager, Staff Relations shall submit an annual report to the Vice President for Human Resources, limited to occurrences and issues raised under this procedure during the preceding fiscal year and making any recommendations concerning any aspect of this Staff Grievance Procedure.

Update

JANUARY ON CAMPUS

CHILDREN'S ACTIVITIES

21 Swimming and fencing classes on Saturday mornings. Registration deadline is *January 18*. For information call Helene Hamlin, Gimbel Gym, Ext. 6102, or stop in to register Monday through Friday, noon-4 p.m.

EXHIBITS

Photographs of Larry Fritz currently being shown at the University City Science Center Gallery, 9 a.m.-5 p.m., Monday through Friday. Through *January 31*. Opening reception *January 13* from 4-6 p.m.

MEETINGS

12 All-staff assembly meeting sponsored by the Administrative and A-3 Assemblies to discuss the new grievance procedure and other topics, with President Sheldon Hackney speaking; 1 p.m. in 351 Steinberg Hall-Dietrich Hall (open to part-time and full-time personnel).

18 Librarians Assembly meeting 2:45-3 p.m. in First Floor Conference Room, Van Pelt Library.

TALKS

12 Mutagenesis and Cellular Responses to DNA Damage; Graham Walker, department of biology, MIT; noon, Room D-204, Medical Education Building (Microbiology Graduate Group).

Aging and Obesity; Dr. Albert Stunkard, professor of psychiatry; 3:30-5 p.m., Human Genetics Room 196, Old Medical School Building (Center for the Study of Aging Seminar Series).

16 Molecular Aspects of Sensory Transmission in the Spinal Cord; Thomas M. Jessel, department of neurobiology, Harvard Medical School; noon, Mezzanine Room 100, Old Medical School Building (Department of Pharmacology).

17 Treatment Issues with Ethnic Minority Patients; Dr. Lawrence Merkel, Robert Wood Johnson Clinical Scholar; Dr. Edward Foulks, professor of psychiatry and anthropology; 11:30 a.m.-1 p.m., Medical Alumni Hall, HUP (Department of Psychiatry).

New Techniques and Applications of NMR Imaging; Paul C. Lauterbur, professor of chemistry, SUNY-Stony Brook; 2 p.m., LRSM Auditorium (LRSM Colloquium).

Additions, changes and cancellations for the weekly *On Campus Update* must be received by noon Tuesday prior to the Tuesday of publication. The deadline for the February pullout calendar is noon, *January 17*. Address: 3601 Locust Walk (second floor of the CA).

In Brief *continued from page 1*

construction, the HUP cafeteria is now in the Hilton Hotel, reachable over the footbridge from HUP, from a passageway near the Museum or through the Hilton's Motor Court entrance. Slightly smaller at 150 seats, the relocated HUP unit serves much as before—open for full breakfast 6 a.m. to 9 a.m., serving continental breakfast until 10:30 when it goes into continuous lunch and dinner service until 8 p.m.

Gold Standard at CA: The commercial restaurant in Christian Association space where The Eatery used to be has been serving lunch 11-3 weekdays but will shortly add dinner (5-11 Mondays through Saturdays) plus a Sunday brunch. To verify hours as they change, call 387-DINE.

DEATHS

Sara Hopkins, employed by the University since 1968 as a custodian, died November 23 at the age of 49. She is survived by her husband, Bernard Hopkins.

Leonard Hudson, a lab mechanician in the mechanical engineering department from 1919 until his retirement in 1968, died on December 16 at the age of 80. He was a technical assistant in the machine shop lab from 1968-1969 on a part-time basis and also an instructor who taught freshmen and sophomores machine shop skills and practices. He is survived by his wife, Anna Hudson.

Dr. Frances W. James, a professor of anthropology at the University of Mississippi and a research associate in Syro-Palestinian archaeology at the University Museum at Penn, died on December 9 at the age of 75. A native of Lewisburg, Pennsylvania, Dr. James was a visiting lecturer in the spring of 1979 on a Middle Eastern archaeological cruise sponsored by the University Museum and also served as visiting

curator of the Syro-Palestinian section that year.

Closely associated with the Museum from the early '60s, she did field research around the giant "tell" of Beth Shan in Palestine and at digs in Syria, Sicily, and at several sites in England, returning to Penn most summers. She published her doctoral dissertation for the University of London on the Biblical city as one of the University of Pennsylvania Monograph Series. The National Endowment for the Humanities awarded her a grant last year to continue work on the Beth Shan publications. A fund in her memory has been set up to assist in publishing this material.

Dr. James is survived by her husband, Thomas Garner James.

Helen Wodarczyk, a custodian at the University from 1958 until her retirement in 1974, died on December 12 at the age of 76. She is survived by her son, Robert Wodarczyk.

Photo Identification System

The Department of Public Safety, in an effort to improve the integrity of the University Photo Identification System, is implementing the following changes:

1. Effective immediately all forms from a Department for new/renewal ID's must have the following:
 - A. Departmental stamp
 - B. Date the form is issued
 - C. Signature and title of issuing person
2. All photos must be taken within 10 days of issuance of the form by the Department.
3. An additional form of identification will be required from person receiving the photo, i.e., driver's license.

Any questions concerning the aforementioned changes may be directed to Lieutenant Weaver at Ext. 7297.

For Women Recovering from Alcoholism

The Faculty/Staff Assistance Program, created as an assessment and support service, will be offering a Support Group for Women Recovering from Alcoholism.

The workshop will be led by Shera Lawrence, who herself is in recovery. The purpose of the group will be to provide women with the opportunity to develop a mutual support network in the hope of recovering from alcoholism and supporting other recovering women.

The group will meet for eight sessions every Thursday beginning January 19 for a brown bag lunch-discussion, 1-2 p.m. in Room 1027, Blockley Hall (formerly Centenary Hall).

Calls for information and registration will be taken confidentially by Ms. Lawrence after 6 p.m. at 687-3358. There is no fee.

Need a Ride to the Northeast?

The University's vanpool #7, Northeast Philadelphia, is looking for riders who live in the vicinities of Red Lion Road and Roosevelt Blvd., Welsh Road, Bustleton Avenue, Grant Avenue, Academy Road, Torresdale Train Station or State Road. Interested University or HUP employees may call me at Ext. 3242.

—Doreen Gallo, Administrative Assistant, School of Medicine

Research Fellowships: February 1

Grants-in-aid up to \$1500 and research fellowships up to \$3000 are available for this summer to standing faculty (with preference to assistant professors) via the Committee on Faculty Grants and Awards. Deadline is *February 1* for applications, available from the Office of Research Administration, 409 Franklin Building; call Kirstin Chalfen, Ext. 7293, for information. Notification date for successful applicants is April 15.

Almanac

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ALMANAC, January 10, 1984