

Approved May, 6, 2004

CAP Grievance
Checklist for Possible Conflict of Interest

This checklist is a method by which to determine if anyone has any information *at all* about the grievance or the participants.

If so, it must be disclosed (if not the information, then the type of information). This disclosure will help the CAP members decide whether they should recuse themselves from the grievance deliberations and votes. CAP's bylaws give the Council the right to remove members from grievance deliberations and votes.

1. Do you have a professional relationship with the grievant or people mentioned in the grievance that would make it inappropriate for you to consider this grievance (supervisor/employee, frequent collaborator, frequent user of services)?
2. Can you be impartial and objective regarding discussion of the grievance?
3. Do you have a personal relationship with the grievant, people mentioned in the grievance, or a member of the grievant's family that would preclude you being able to consider the grievance objectively?
4. Could the grievant or grievance have an impact on the operations your unit?
5. Do you have any knowledge of the grievant or the situation leading to the grievance that would help the committee in its deliberations?