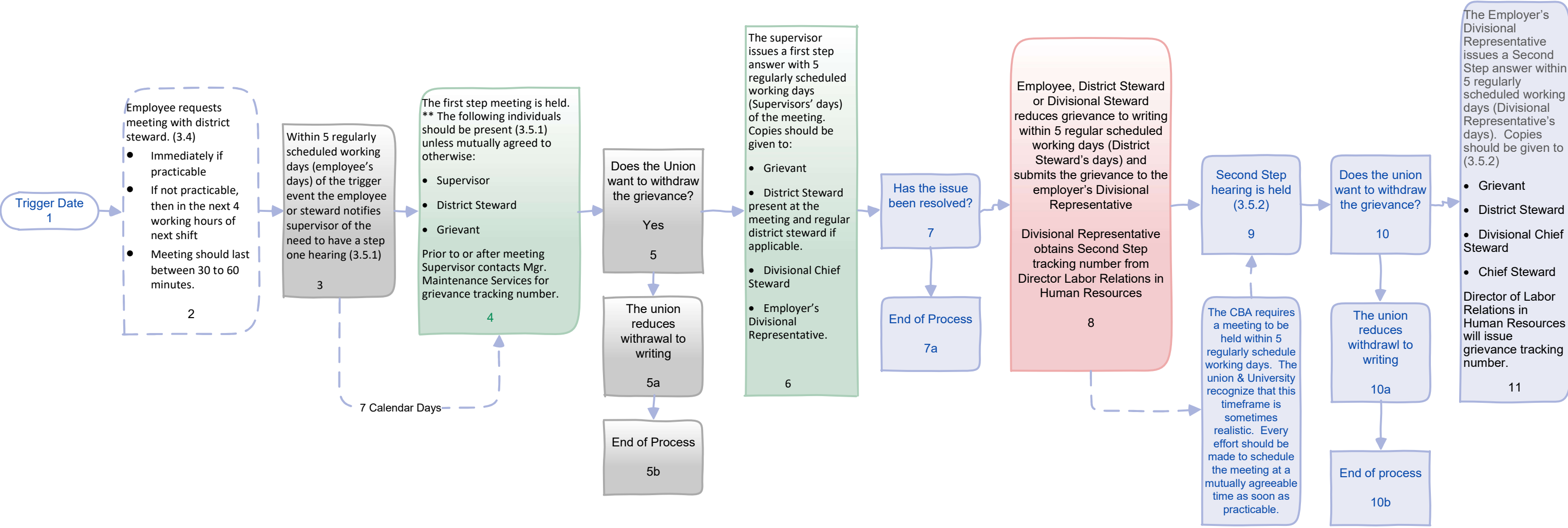
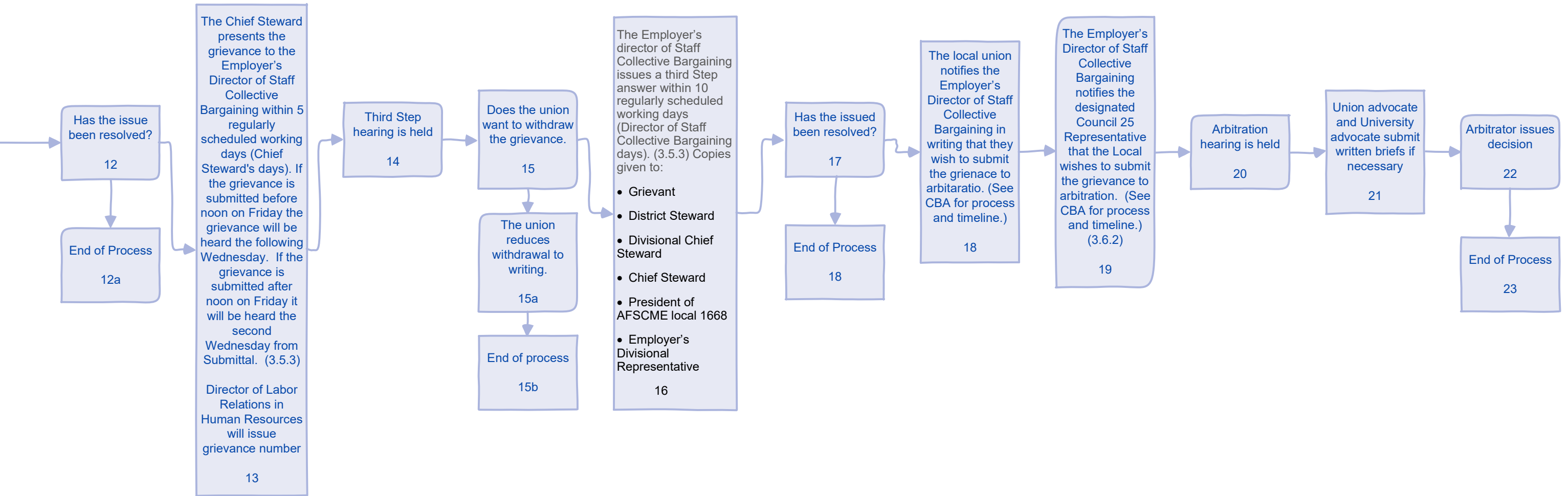


Grievance Procedure Flow Chart



Footnotes:
 1. Regularly Scheduled Working Day: excludes annual leave, sick leave, holidays, and weekends for the key person (s)
 2. When counting time limits, begin counting with the day after the event or meeting
 3. Exceptions to timeframes may be granted with mutual agreement of the union and management representative or designee responsible for each step (3.15)
 4. Grievances related to unsafe or unhealthily conditions are subject to an expedited grievance procedure with the following timeframes. The first step answer shall be issued within three (3) regularly scheduled working days of the first step grievance meeting. The second step answer shall be issued within three (3) regularly scheduled working days of the second step grievance meeting. The third step answer shall be issued within five (5) regularly scheduled working days of the third step grievance meeting. The union may process safety grievances through the third step of the grievance procedure, but may not take the grievance to arbitration (18.2).

Grievance Procedure Flow Chart



Footnotes Continued:

5. Grievances on behalf of an entire district or two (2) or more districts in the same division shall be filed at Second Step of the grievance procedure (3.16.1). Grievances on behalf of more than one (1) division shall be filed at the Third Step of the grievance procedure (3.16.2). Grievances on behalf of the entire bargaining unit shall be filed at the Third Step of the grievance procedure (3.16.3). In cases where the grievance arises because of the rejection of a bid for a job in an area other than that in which the employee is working, the grievance shall be filed with the supervisor who rejected the bid (3.16.4).

6. Grievance concerning a disciplinary suspension or discharge should be filed at the third step within 7 days (4.7) Grievances concerning all other discipline should be filed with the person who signed (issued) the discipline.

7. the Union and the University reserve the right to settle a grievance at any point from box 16 through box 20.

** Supervisor / Hearing Officer has authority to grant / resolve grievance at this meeting, however he/she needs to issue answer or reduce settlement agreement to writing per Box 6, 11, or 16 as applicable.