Grievance Procedure Flow Chart

1. Trigger Date
   - Employee requests meeting with district steward. (3.4)
     - Immediately if practicable
     - If not practicable, then in the next 4 working hours of next shift
     - Meeting should last between 30 to 60 minutes.

2. Employee requests meeting with district steward. (3.4)
   - Immediately if practicable
   - If not practicable, then in the next 4 working hours of next shift
   - Meeting should last between 30 to 60 minutes.

3. The first step meeting is held.
   - The following individuals should be present (3.5.1) unless mutually agreed to otherwise:
     - Supervisor
     - District Steward
     - Grievant
   - Prior to or after meeting, Supervisor contacts Mgr. Maintenance Services for grievance tracking number.

4. The supervisor issues a first step answer with 5 regularly scheduled working days (Supervisors’ days) of the meeting. Copies should be given to:
   - Grievant
   - District Steward present at the meeting and regular district steward if applicable.
   - Divisional Chief Steward
   - Employer’s Divisional Representative.

5. End of Process

6. Does the Union want to withdraw the grievance?
   - Yes
     - End of Process
   - No
     - The union reduces withdrawal to writing
     - The Employer’s Divisional Representative issues a First Step answer within 5 regularly scheduled working days (Supervisors’ days). Copies should be given to:
       - Grievant
       - District Steward
       - Divisional Chief Steward
       - Chief Steward

7. Has the issue been resolved?
   - End of Process

8. Employee, District Steward or Divisional Steward reduces grievance to writing within 5 regular scheduled working days (District Steward’s days) and submits the grievance to the employer’s Divisional Representative.
   - Divisional Representative obtains Second Step tracking number from Director Labor Relations in Human Resources.

9. Second Step hearing is held (3.5.2)

10. Does the Union want to withdraw the grievance?
    - Yes
      - End of Process
    - No
      - The union reduces withdrawal to writing

11. The CBA requires a meeting to be held within 5 regularly scheduled working days. The union & University recognize that this timeframe is sometimes unrealistic. Every effort should be made to schedule the meeting at a mutually agreeable time as soon as practicable.

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 unhealthy 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.
8. The Union and the University reserve the right to settle a grievance at any point from box 16 through box 20.
9. ** 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.

Page 2 of 2