

E-3g(6) PROCEDURE Grievance Procedure

Step 3. Within ten (10) days after presentation of the grievance in Step 2, the supervisor will render a decision orally.

Step 4. If the alleged grievance is not resolved by the informal procedure, the formal grievance procedure may be initiated.

Section 6 - Formal Procedure

Step 1. If, within ten (10) days of the oral decision or the date the oral decision was due if no oral decision was rendered, the grievant is not satisfied with the disposition of the grievance, the grievant shall complete the grievance form and submit it to the immediate supervisor and/or supervisors. Within ten (10) days of receiving the grievance form, the immediate supervisor and/or supervisors shall render a written decision by completing the "Decision Section" of the grievance form. A copy shall be forwarded to the grievant. (Grievance Form, E-3g (8))

Step 2. If the grievance is not resolved by action in Step 1, the grievant has ten (10) days to file the grievance with the next level of supervision, unless the next level of supervision is the Administrative Representative in which case the grievant shall proceed to Step 3. The supervisor shall within ten (10) days report in writing a decision to the grievant.

Step 3. If the grievance is not resolved in Steps 1 or 2, the grievance shall be submitted within ten (10) days to the Administrative Representative who shall, within ten (10) days, put in writing his/her decision to the grievant.

Step 4. If the grievance is not resolved in Steps 1, 2, or 3, the grievant may submit his/her grievance to the President within ten (10) days of his/her receipt of the decision of the Administrative Representative. The President shall conduct a good faith and thorough investigation and report, in writing, within ten (10) days, a decision to the grievant.

Step 5. A grievance not settled in Steps 1, 2, 3, or 4, which the grievant wishes to pursue may be appealed to the Board by filing within ten (10) days of the receipt of the President's decision, a request for hearing of the grievance with the Chair of the Board of Governors. The Board shall arrange a hearing within thirty (30) days after the receipt of the appeal.

Adopted Date: 07/01/2001