

# Article 17

Grievance Procedure

## So You Think You Have a Grievance?

### Step One:

After the incident identify the article you think has been violated.



### Step Two:

Count thirty duty days from the date of the incident and mark it on your calendar.

### Step Three:

Consult with your site rep if they are unaware of the incident. Do this well before day 30 marked on your calendar. Discuss the violated article and an acceptable resolution to present at the meeting with the involved parties.

### Step Four:

Discuss the grievance with the appropriate principal or immediate supervisor with the objective of resolving the matter at the Preliminary Level (17.4.A). Plan to say, "I/We are meeting today to resolve the violation of Article \_\_\_\_ that occurred on (date) \_\_\_\_\_ when (the person) \_\_\_\_\_ (did what they did) \_\_\_\_\_. An acceptable resolution would be (specific to the incident and put the member in the position they were in before the incident occurred) \_\_\_\_\_."

## Step Five:

If no resolution is reached at the preliminary meeting and the member wishes to formally grieve the matter the appropriate principal or immediate supervisor will be presented with the appropriate form ([Appendix A-3](#)).

Work with your site rep to craft a grievance that will stand up through arbitration(Article 17.4.B1-3). Seek advice from your [area rep](#) or [Grievance Chair](#).

- A concise description of the grievance including necessary name, dates and places related to the allegation(s).
- A listing of provision(s) of these articles which are alleged to have been violated, misapplied, or misinterpreted.
- A listing of the specific remedy sought.

Present the written grievance to the appropriate principal or immediate supervisor by the 30th day from Step Two.

## Step Six:

Request to meet with the principal or appropriate supervisor within 10 days of receipt of the written grievance. Mark that day on a calendar.

## Step Seven:

Within 10 days the principal or immediate supervisor will render a written decision and the reasons for that decision to the grievant and the Association.

## Step Eight:

If no resolution is reached contact your area rep or Grievance Chair immediately to file Level II paperwork.