

Grievance Submission Form

Grievance #:

Name of Grievant:

Date of Grievance Filing:

FIRST STEP: Presentation

Preparation for Presentation of Grievance to Immediate Supervisor

- A. Provide a statement of the grievance, section numbers of the Agreement that were allegedly violated, and the remedy sought.

- 1) Statement of grievance:

- 2) Section(s) of express term(s) of the Agreement allegedly violated:

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- 3) Remedy sought:

- B. The grievant will notify their immediate supervisor, in writing, that they wish to present a grievance.

- C. Date received by immediate supervisor:

D. Within two (2) days of receipt of the grievance, the immediate supervisor will set a time and date for the oral presentation of the grievance.

E. Date presented and discussed with immediate supervisor:

F. Disposition by immediate supervisor:

Signature of Immediate Supervisor

Date

G. Immediate supervisor will forward original grievance paperwork to the grievant or Faculty Association, with copy to Provost, within two (2) days of the oral presentation of the grievance.

H. Date received by grievant and/or Faculty Association:

I. Position of grievant and/or Faculty Association:

Signature of Grievant/Faculty Association

Date

Second Step: Provost Review

Preparation for Presentation of Grievance to Provost

A. Provide a summary of why the remedy (if any) provided by the immediate supervisor was not accepted. Attach all evidence supporting the alleged violation of the Agreement to the grievance. Send all paperwork to the Provost. Once received by the Provost, a meeting for the hearing of the grievance will be scheduled within five (5) days of receipt. The hearing will be scheduled within twenty (20) days of receipt.

B. Date received by Provost:

C. Date of hearing by Provost:

D. Disposition of Provost:

Signature of Provost

Date

E. Within ten (10) days of the hearing, the Provost will forward his/her decision to the grievant and the Faculty Association.

F. Date received by grievant and/or Faculty Association:

G. Position of grievant and/or Faculty Association:

Signature of Grievant/Faculty Association

Date

THIRD STEP: Review Conference

H. Date received by Human Resources Office:

I. The Human Resources Office will schedule a Review Conference meeting for restatement of the Faculty Association's and the University's positions on the grievance within ten (10) days of receipt of the grievance.

J. If an arbitral grievance cannot be settled within seven (7) days of the Review Conference, the grievance may be referred to arbitration.

K. Position of grievant and/or Faculty Association:

Signature of Grievant/Faculty Association

Date

L. Position of the University:

Signature of Director of Human Resources

Date

FOURTH STEP: Arbitration

M. Date submitted to arbitration:

N. Decision of Arbitrator:

Signature of Arbitrator

Date