

## Grievance Dates & Process

Date of Incident\_\_\_\_\_

### Grievant/Grievance Issue:

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- 15 days to file a grievance for informal resolution File by date\_\_\_\_\_
- 10 days for admin response to grievance if they find it has merit and resolve it in writing (may call conference to discuss) File by date\_\_\_\_\_
- 10 days after dean's response, grievant may proceed to Step One of formal grievance and submit to V.P. File by date\_\_\_\_\_
- 10 days after receipt of grievance, the V.P. may schedule a conference (may have more time if either party is absent) Conference date\_\_\_\_\_
- 5 days after conference, the V.P. renders written decision and resolution if one Decision date\_\_\_\_\_
- 5 days after receipt of written decision from V.P., grievant may appeal to the President File by date\_\_\_\_\_
- 10 days after written appeal to the President, President schedules a conference Conference date\_\_\_\_\_
- 5 days after conference, President issues written decision and resolution if one Decision date\_\_\_\_\_
- 15 days after President's written decision, grievant may ask for arbitration File by date\_\_\_\_\_
- 5 days after asking for arbitration, a joint request for arbitration from Council and admin is issued File by date\_\_\_\_\_
- Arbitrator sets dates from there.