

Procedure for Submitting Grievances

I. Informal

Action 1.

Complete the [Grievance form](#) on the Faculty Council Website as soon as you are aware of the alleged grievance.

We have 15 working days to initiate the Informal Grievance process.

Here is the direct link to the forms:

Grievance Form: <https://form.jotform.com/83147031022139>

Incident Report Form: <https://form.jotform.com/83146221440143>

(Use this form if you are not sure of the specific contract language violated. Please do not hesitate to submit any concern.)

Action 2. The Grievance Steward working with the Grievance Committee will review and initiate the Grievance and send it to the appropriate person(s) (Dean or otherwise).

Action 3. The appropriate person(s) (Dean or otherwise) has 10 days to respond to the informal grievance in writing.

Action 4. If the grievance is deemed unresolved by the Grievance Steward working with the Grievance Committee then they will submit the Formal Grievance at Step 1.

We have 10 days to submit the Formal Grievance at Step 1 after receiving the written Informal Grievance Response.

II. Step 1

Action 1.

If no resolution, the Grievance Steward working with the Grievance Committee will submit the Grievance at Step 1 to the appropriate Vice

President (this is either Dr. Diane Nyhammer or Dr. Melinda Tejada).
within 10 days of the Informal Grievance Response.

Action 2.

The appropriate Vice President will schedule a meeting 10 days after receiving the Grievance.

Action 3.

The Vice President must submit their response to the Grievance within 5 days after the meeting.

III. Step 3

Action 1.

If no resolution, the Grievance Steward working with the Grievance Committee will submit the Grievance to the College President within 5 days of receiving the response from the VP.

Action 2.

The College President will schedule a meeting 10 days after receiving the Grievance.

Action 3.

The College President must submit their response to the Grievance within 5 days after the meeting.

Action 4.

If not resolved, we have 15 days to submit a request to go to arbitration.