

***Quick View of Hourly: Student and Non-Student
Employees Grievance Timeline and Process***

**Always refer to Policy for detailed information
For Inquiries Contact: Employee Relations at 856-6047**

Hourly Student and Non-student Employees	Grievant Filing Deadline Excludes: Holidays and weekends	Management Response Deadline Excludes: Holidays and weekends	Notes of Importance <ul style="list-style-type: none"> • UHRS Employee Relations (ER) must be copied on all grievance filings & responses • With mutual agreement of the parties or at the discretion of ER: <ul style="list-style-type: none"> • Time limits identified in the four stages may be extended • Initial filing may be elevated to a higher stage • Stages may be placed on hold • Issues that can be grieved are limited to policy violations; issues related to discipline, layoffs or separation are not subject to the grievance procedure
Grievance to Stage I	w/i 10 workdays of event or knowledge thereof	w/i 5 workdays of the receipt of Grievance	<ul style="list-style-type: none"> • Management is encouraged to consult w/ER before issuing response • Grievance is filed to the immediate supervisor in the unit in which the complaint arose • Response must be in writing
Grievance to Stage II	w/i 5 workdays of receipt of Stage I Response or its due date	w/i 5 workdays of receipt of Grievance at Stage II	<ul style="list-style-type: none"> • The Grievance to Stage II is filed to the Dean, Director, or Department Head • Management is encouraged to consult w/ER before issuing response • Response must be in writing
Grievance to Stage III	w/i 5 workdays of receipt of Stage II Response or its due date	w/i 10 workdays of receipt of Grievance at Stage III	<ul style="list-style-type: none"> • Grievance is filed with ER; ER notifies department of Stage III appeal • ER will attempt to resolve the grievance and will provide the final decision in writing • Stage III concludes the problem/grievance procedure