

**Quick View of AFSCME Covered Service
Maintenance Staff Grievance Timeline and Process**

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

AFSCME (SM) Service Maintenance Staff	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: <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
Grievance to Stage I	w/i 10 workdays of event or knowledge thereof ----- Informal meeting	w/i 5 workdays of the receipt of Grievance ----- at the time of the informal meeting	<ul style="list-style-type: none"> • A Grievance involving termination begins at Stage II • Management is encouraged to consult w/ER before issuing responses ----- • An attempt must be made to resolve the complaint through an informal meeting between grievant &/or union & management • If a resolution is reached: the union may request the settlement in writing & a formal Grievance is not filed • If a resolution is not reached: then a formal Grievance is filed at Stage I to the management level at which the complaint arose w/i the original 10 day deadline
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 responses
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 conducts pre-hearing with management and then holds a hearing with grievant • ER issues a written response to management & the grievant. If the matter is not resolved; then ER shall advise the originating party of their rights to file to Stage IV
Mediation (Optional)	w/i 15 workdays of receipt of the Stage III response,	In a timely manner, no specific time frame	<ul style="list-style-type: none"> • If not settled at the conclusion of Stage III then either Party may request mediation • Time limits for appealing the grievance to arbitration are held in abeyance until the mediation process is completed • Excludes cases involving termination
Grievance to Stage IV Arbitration	w/i 15 workdays of receipt of the Stage III response or date of the mediation session (if one is held)	Please refer to Policy for specific details and procedures	<p>Issues specifically excluded from Arbitration include:</p> <ul style="list-style-type: none"> • Judgments concerning salary increases, ranges, job classifications • Disciplinary actions that do not include a suspension with a loss of pay or discharge
Stage IV Report of Findings from Arbitrator			<ul style="list-style-type: none"> • Arbitrator's opinion is advisory in nature to the chancellor, vice president or president of the university, who accepts, rejects or modifies the recommendation • Stage IV concludes the problem/grievance procedure