

**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

Notes of Importance			
<ul style="list-style-type: none"> Contact UHRS Employee Relations (ER) before issuing a response to determine grievability and copy ER on all issued responses. 			
NON-GRIEVABLE ISSUES INCLUDE: Any disciplinary matter or termination during probationary period, complaints involving judgments such as salary increases, salary grade, classification assignment, counselings, performance appraisals, performance improvement plans, organizational structures, work assignments, staffing levels, complaints that attempt to change policy language and complaints that are subject to other University procedures.			
AFSCME (SM) Service Maintenance Staff	Grievant Filing Deadline Excludes: Holidays and weekends	Management Response Deadline Excludes: Holidays and weekends	Processes
Grievance to Stage I	w/i 10 workdays of event or knowledge thereof	w/i 10 workdays of the receipt of Grievance or informal meeting if one is held.	<ul style="list-style-type: none"> All grievances are to be submitted on UHRS approved forms Time limits may be extended and the initial filing may be elevated to a higher stage upon mutual agreement of the parties
Grievance to Stage II	w/i 10 workdays of receipt of Stage I Response or its due date	w/i 10 workdays of receipt of Stage II Grievance or informal meeting if one is held.	<ul style="list-style-type: none"> A Grievance involving termination begins at Stage II An attempt must be made to resolve the complaint through an informal meeting between the supervisor and the grievant &/or union If a resolution is reached: the union may request the settlement in writing If a resolution is not reached: then a formal Grievance is filed at Stage I to the supervisory level at which the complaint arose w/i the original 10 day deadline The written response is due w/i 10 workdays of the meeting, or if no meeting is held, w/i 10 workdays of the receipt of the original grievance.
Grievance To Stage III	w/i 5 workdays of receipt of Stage II Response or its due date	w/i 10 workdays of the Stage III Hearing (Employee Relations to Respond)	<ul style="list-style-type: none"> The Stage II Grievance is filed to the Dean, Director, or Department Head Management should meet with grievant upon request. Such meeting must be scheduled w/i 5 workdays of receipt of grievance; management must respond in writing w/i 10 workdays of the meeting or if no meeting is held, w/i 10 workdays of the receipt of the Stage II grievance.
Mediation	*See Policy		
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	Issues specifically excluded from Arbitration include: <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