

- **PLEASE READ: IUHR Employee Relations must be copied on all grievance filings and responses.** With mutual agreement of parties, (1) timelines identified in the stages may be extended, (2) initial filing may be elevated to a higher stage, and (3) stages may be placed on hold. Management is encouraged to consult with Employee Relations at all stages before issuing responses.

Professional Staff	Grievance Must Be Filed <i>(Excludes holidays & weekends)</i>	Management Response Deadline <i>(Excludes holidays & weekends)</i>	Important Notes
Grievance to Stage 1	Within 10 workdays of event or knowledge thereof	Within 5 workdays of the eligibility determination from campus HR	<ul style="list-style-type: none"> • Grievance is filed with the immediate supervisor in the unit in which the complaint arose. A copy must be filed with IUHR Employee & Labor Relations (ER/LR). • Grievant may request the response in writing • Terminations begins at Stage 2
Grievance to Stage 2	Within 5 workdays of Stage 1 Response	Within 5 workdays of receipt of grievance at Stage 2	<ul style="list-style-type: none"> • Appeal to Stage 2 must be submitted in writing to ER/LR • Stage 2 is heard by the Dean, Director, or Department Head • Response must be in writing
Grievance to Stage 3	Within 5 workdays of Stage 2 Response or its due date	Within 10 workdays of receipt of grievance at Stage 3	<ul style="list-style-type: none"> • Stage 3 is filed with Employee Relations, Employee Relations notifies campus and/ or department of Stage 3 appeal • Employee Relations may meet with the grievant and management and issues a written response. • Employee Relations shall advise the originating party of their rights to file to Stage 4 Arbitration
Mediation (optional)	Within 10 workdays of receipt of Stage 3 Response	In timely manner, no specific time frame	<ul style="list-style-type: none"> • If not settled at the conclusion of Stage 3 then either party may request mediation within 10 workdays of receipt of response • Time limits for appealing the grievance to arbitration are held in abeyance until the mediation process is complete • Excludes cases involving termination
Grievance to Stage 4 – Arbitration	Within 10 workdays of receipt of the Stage 3 Response or date of the mediation session (if one is held)	Refer to Policy for specific details and procedures	<ul style="list-style-type: none"> • Issues that may be taken to Arbitration include: <ul style="list-style-type: none"> ○ Violations of employment related rule, regulation or policy ○ Corrective actions below separation are excluded.
Stage 4 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 4 concludes the problem/grievance procedure