

- **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 before issuing responses.

AFSCME (SM)	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 10 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). • Response must be in writing • Terminations begin at Stage 2
Grievance to Stage 2	Within 10 workdays of Stage 1 Response or its due date	Within 10 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
Grievance to Stage 3	Within 10 workdays of receipt Stage 1 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 will meet with employee and department to attempt to resolve the grievance • Employee Relations issues a written response to management and the grievant. If the matter is not resolved; then Employee Relations shall advise the originating party of their rights to file to Stage 4
Mediation or Stage 3 ½ (optional)	See policy for Stage 3 ½ procedures. Mediation is advisory. Non-binding. Non-precedent setting. Requires mutual agreement. University or union may request within 10 days of receipt of Stage 3. Both parties will jointly select mediator.		<ul style="list-style-type: none"> • 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 15 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 ○ At Bloomington and South Bend – grievance alleging that an employee has been suspended without pay or separated without just cause. ○ At IUPUI – grievance alleging that an employee has been separated without just cause. 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