**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  
(Excludes holidays & weekends) | Management Response Deadline  
(Excludes holidays & weekends) | Important Notes |
|-------------|--------------------------------|--------------------------------|-----------------|
| **Grievance to Stage 1** | Within 10 workdays of event or knowledge thereof | Within 10 workdays of the eligibility determination from campus HR | • 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 | • 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 | • 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. | | • 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 | • Issues that may be taken to Arbitration include:  
  o Violations of employment related rule, regulation or policy  
  o At Bloomington and South Bend – grievance alleging that an employee has been suspended without pay or separated without just cause.  
  o 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** | | | • 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 |