

**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.

CWA (SS)	Grievance Must Be Filed <i>(Excludes holidays &amp; weekends)</i>	Management Response Deadline <i>(Excludes holidays &amp; weekends)</i>	Important Notes
<b>Grievance to Level One</b>	Within 10 workdays of event or knowledge thereof	Within 10 workdays of the eligibility determination from campus HR or 10 workdays from grievance meeting	<ul style="list-style-type: none"> <li>Grievance is filed with the immediate supervisor in the unit in which the complaint arose. A copy must be filed with IUHR Employee &amp; Labor Relations (ER/LR).</li> <li>Department should meet with grievant upon request; such meeting must be scheduled within 5 workdays of receipt of eligibility determination</li> <li>Terminations begin at Level Two</li> </ul>
<b>Grievance to Level Two</b>	Within 5 workdays of Level One Response or 15 workdays of supervisor's Level One receipt (if no response)	Within 10 workdays of receipt of grievance at Level Two or 10 workdays from grievance meeting	<ul style="list-style-type: none"> <li>Appeal to Level Two must be submitted in writing to ER/LR</li> <li>Level Two is heard by the Dean, Director, or Department Head</li> <li>Department should meet with grievant upon request; such meeting must be scheduled within 5 workdays of receipt of grievance</li> </ul>
<b>Grievance to Level Three</b>	Within 5 workdays of Level Two Response or 15 workdays of the dean's, director's, or department head's Level Two receipt (if no response)	Within 10 workdays of joint conference	<ul style="list-style-type: none"> <li>Level Three is filed with Employee Relations, Employee Relations notifies campus and/ or department of Level Three</li> <li>Employee Relations schedules a joint conference within 10 days of the receipt of the Level Three grievance,</li> <li>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 grieve to Level Four</li> </ul>
<b>Mediation (optional)</b>	Within 10 workdays of Level Three Response	In timely manner, no specific time frame	<ul style="list-style-type: none"> <li>Either party may request mediation</li> <li>Time limits for appealing the grievance to arbitration are held in abeyance until the mediation process is complete</li> <li>Excludes cases involving termination</li> </ul>
<b>Grievance to Level Four - Arbitration</b>	Within 10 workdays of receipt of the Level Three Response or date of the mediation session (if one is held)	Within 20 workdays of filing, arbitrator jointly selected. Refer to Policy for specific details and procedures	<ul style="list-style-type: none"> <li>Issues that may be taken to Arbitration include:                             <ul style="list-style-type: none"> <li>Violation of University rule, regulation, policy, or a charge of unfair employment termination</li> </ul> </li> </ul>
<b>Level Four Report of Findings from Arbitrator</b>			<ul style="list-style-type: none"> <li>Arbitrator's opinion is advisory in nature to the president, chancellor, provost or vice president, who accepts, rejects or modifies the recommendation</li> <li>Level Four concludes the problem/grievance procedure</li> </ul>