

- **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. Issues that may be grieved are limited to policy violations – issues related to discipline, layoffs, or separation are not subject to the grievance procedure. Management is encouraged to consult with Employee Relations before issuing responses.*

Temporary <i>(Student & Non-Student)</i>	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 receipt of grievance	<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
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 will attempt to resolve the grievance and will provide the final decision in writing • Stage 3 concludes the problem/grievance procedure