



Paper Grievance Form

AFSCME Local #1674

Howard Center

NOTE: In order for a grievance to be heard, staff must follow the procedures and timelines associated with the grievance procedure. An outline of the steps and timelines is provided at the conclusion of this form.

GRIEVANT(S) _____ PROGRAM NAME _____
JOB TITLE _____ GRIEVANCE STEP _____
SUPERVISOR _____ UNION REP _____

1. Why is this a grievance? **(List applicable violation)**
2. What happened? **(Describe incidents which gave rise to the grievance)**
3. Who was involved? **(Give names and titles)**
4. When did it occur? **(Give day, time, date(s))**
5. Where did it occur? **(Give specific location)**
6. *Optional* Describe previous efforts. **(What previous efforts have been made and why did they fail?)**
7. What adjustment is requested? **(What must be done to correct the problem?)**
8. *Optional* If grievance is above Step 1, what was insufficient in the previous explanation/communication to satisfy the complaint?

SIGNATURES ON REVERSE

GRIEVANT(S)

DATE

UNION REPRESENTATIVE

DATE

MANAGEMENT REPRESENTATIVE

DATE

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STEPS OF THE GRIEVANCE PROCESS

as specified in Section 805 of the Collective Bargaining Agreement

- Step 1** Except as otherwise specifically provided, a grievance must be presented orally and informally to the person who allegedly committed the grievance within ten (10) calendar days after the employee knew, or in the exercise of reasonable diligence, should have known of the events giving rise to the grievance.

- Step 2** If the grievance is not resolved at the informal step 1 as described above, a written grievance must be filed with the person who allegedly committed the grievance within ten (10) calendar days. A meeting may then be arranged between the grievant and the person alleged to have committed the grievance within ten (10) calendar days after the grievance has been filed. Such person holding the grievance hearing shall issue their written decision to the grievant and the union president (or their designee) within ten (10) calendar days following the meeting. In the event that the person alleged to have committed the grievance is the Chief Client Services Officer and the grievance is not resolved at Step 2, the grievant or the union may appeal directly to the Step 4 level.

- Step 3** In the event the grievance is not resolved at Step 2, the grievant may within ten (10) calendar days of receipt of the Step 2 answer, appeal the grievance in writing to the Chief Client Services Officer. The Chief Client Services Officer shall investigate the relevant facts and shall conduct a conference with the grievant. The Chief Client Services Officer shall issue their written decision to the grievant and the union president (or their designee) within ten (10) calendar days following the conference.

- Step 4** In the event the grievance is not resolved at Step 3, the Union may within ten (10) calendar days of receipt of the Step 3 answer, appeal the grievance in writing to the Director of Human Resources. The Director of Human Resources or Chief Executive Officer (or their designee) shall investigate the relevant facts and shall conduct a conference with the grievant. The Director of Human Resources or Chief Executive Officer (or their designee) shall issue their written decision to the grievant and the Union President (or their designee) within ten (10) calendar days following the conference.