Merit Grievance: Formal Process Overview Does 'EE concern Review Grievance Procedures to determine constitute a "Permissible appropriate course of action (e.g., OEO, UHR, NO Grievances" under the ORR, etc.). Contact supervisor, UHR, or HR Liaison for assistance **Procedures?** YES Ψ Does alleged action Did 'EE attempt resolution include a discharge, using the Informal NO **STOP** unpaid suspension, or a Process? RIF impacting 'EE? YES YES **Grievance Premature.** Employee <u>must</u> attempt Does alleged action informal resolution with include a discharge, Supervisor prior to filing unpaid suspension, or a formal grievance. RIF impacting 'EE? YES Ψ *(i.e., the closure of the informal process Untimely Appeal. If the employee Did 'EE file the formal or knowledge of the does not pursue grievance within grievance within 10 **STOP** discharge, unpaid NO the required time, the grievance is calendar days of the suspension, or RIF) "untimely" and may be denied. occurrence?* YES EE may file Formal Grievance at Step 1: Dept. Head Reviews Within 10 calendars days of Dept Head: Diligently reviews grievance receiving grievance, Dept form and all supporting documents. Copies Head holds meeting with to UHR. Meets with 'EE and respondent (i.e., **Grievant and Supervisor** the supervisor) **Dept Head:** May affirm, reverse, or modify Within 10 calendars days of the respondent's decision and will notify the meeting, Dept Head issues Grievant and the respondent of the decision written decision in writing. Copy to UHR. Does Dept Head decide in Process ends. Respondent does not **STOP** 'EE's favor (i.e., granting have right to appeal, if their decision EE's requested relief)? is reversed or modified. *For Step 2 Appeal to be NO proper, it must be both timely and also include: the formal grievance form, relevant support-EE may file timely ing documentation, appeal to Step 2 including all prior before Admin Head* decisions Admin Head: Diligently reviews all appeal Within 10 calendars days of materials. Has the discretion to meet with receiving appeal, Admin the respondent and others, as necessary, Head holds meeting with either with the Grievant or separately, as Grievant deemed appropriate Admin Head: May affirm, reverse, or modify the respondent's decision and will notify the meeting, Admin Head issues Grievant and the respondent of the decision written decision in writing. Copy to UHR. Does Admin Head decide Process ends. Respondent does not in 'EE's favor (i.e., **STOP** YES have right to appeal, if their decision granting EE's requested is reversed or modified. relief)? *For Step 3 Appeal to be NO proper, it must be both timely and also include: the formal grievance form, relevant support-EE may file timely ing documentation, appeal to Step 3 including all prior before SVP/President* decisions SVP/President: Diligently reviews all appeal SVP/President investigates materials. Has discretion to determine the grievance and offers 'EE appropriate scope of investigation, option of oral hearing depending on the nature of the appeal SVP/President: May affirm, reverse, or Within 10 calendars days of modify the respondent's decision and will hearing, SVP/President notify the Grievant and the respondent of issues written decision the decision in writing. Copy to UHR. Does Process ends. Respondent does not SVP/President decide in YES **STOP** have right to appeal, if their decision 'EE's favor (i.e., granting is reversed or modified. EE's requested relief)? NO

'EE may request Arbitration