

STAFF RELATIONS GRIEVANCES

1ST LEVEL

1ST LEVEL
HEARING

2ND LEVEL
HEARING

FINAL
LEVEL
HEARING

Employee becomes aware of actions or lack of actions by the Employer in matters relating to the employee's terms and conditions of employment.	Presents grievance to immediate supervisor for signature of acceptance	Employer's Representative Union's Representative (Steward)	Reply in writing	Transmittal to 2nd level	Employer's Representative Union's Representative (Steward or Local Officer)	Reply in writing	Transmittal to Final level	Employer's Representative Union's Representative (Component Service Officer)	Reply in writing	Referral to Adjudication
25 days	10 days		10 days		10 days	10 days		30 days		30 days

NOTE: Days are exclusive of Saturdays, Sundays and Designated Holidays