



UNION GRIEVANCE PROCESS

Before a grievance is filed, principals should make a sincere attempt to resolve any dispute on an informal basis with the Union/grievant.

What to do when you've received a grievance at the school-level:

1. Contact the field representative who filed the grievance.
 - a. Grievances must be filed within the time-frame listed below of occurrence giving rise to the alleged violation
 - i. CTU: within 45 school days
 - ii. SEIU, Local 73: within 30 workdays
 - iii. UNITEHERE, Local 1: within 30 workdays
 - iv. Local 1, Firemen and Oilers Division (Lunchroom Managers): within 15 school days
 - v. Local 143B (Financial Services): within 45 work days
 - b. Salary-based grievances may be filed within 3 calendar years of alleged violation occurrence, except for UNITEHERE, Local 1, and Local 143B members
 - i. Generally, these grievances are filed directly with the Office of Employee Engagement (OEE)
2. Schedule a meeting in collaboration with the field representative within 5 school days of receiving the grievance.

- a. Your AP should attend only if h/she has relevant information
3. Conduct the meeting.
 - a. Allow the Union and grievant to present the issue
 - b. Listen carefully
 - c. Ask the Union what is needed to resolve the issue
 - d. Do not feel compelled to respond orally at the meeting but feel free to ask questions and inquire about a resolution
4. Within 5 school days from the date of the meeting, submit a written response to the field representative.
5. Consult with Labor Relations or OEE if you have questions regarding an appropriate response.

What happens after you issue a written response to a grievance filed at the school level?

1. If the Union does not receive a timely response from you or does not agree with your response, the Union may file an appeal with the OEE.
2. Upon receipt of an appeal from the Union, OEE will reach out to you and the Union by e-mail to schedule a mutually-agreeable date and time for a hearing to occur at Central Office.
 - a. Please respond to OEE e-mails in a timely manner.
3. At the hearing, an OEE hearing officer will allow both sides to present their side of the issue.
4. After the hearing, the OEE hearing officer will issue a written decision.
5. If the Union does not agree with OEE's decision, the Union may demand mediation/arbitration on the grievance where a neutral third party (selected by the Union and the Board) will hear the case.
6. Arbitration decisions are final and binding.