

INSTRUCTIONS FOR COMPLETING EMPLOYEE GRIEVANCE/APPEAL FORM

Refer to the applicable MOU for the grievance procedures for your bargaining unit. Below are general instructions for processing, but these do not supersede the applicable MOU provisions.

Instructions to Employee:

Grievances are typically filed initially at Step 1. Submission, meeting, decision, and other deadlines are set forth in the applicable MOU. The MOU and grievance procedure also state who receives each step of the grievance.

“Date of Occurrence” – This is the date on which you learn that your wages, hours, or conditions of employment have been adversely affected by a management decision or action.

“Statement of Grievance” – In this space you should state what management action has adversely affected you and how it harmed you. **Be Specific!**

“Section of Memorandum” – Only interpretations or applications of provisions of the Memorandum of Understanding which adversely affect your wages, hours or conditions of employment are grievable; therefore, your grievance must be related to one or more sections of the MOU.

“Suggested Solution” – Indicate what corrective action would resolve the grievance to your satisfaction.

Instruction to management:

“Date Received” – This is the date you received the written grievance.

“Date of Meeting” – This is the date of the meeting held to discuss the written grievance.

“Decision” –

1. Responses are due in accordance with deadlines prescribed in the MOU.
2. If the problem is grievable, your answer should indicate whether or not you think any corrective action is appropriate. If so, your answer will be the proposed resolution of the grievance; if not, you should indicate that the grievance is denied and give your reason.
3. If the Issue is not grievable, your answer should be “not grievable” and should indicate the reason why, e.g., is not related to a provision of the Memorandum of Understanding.

“Further Appeal” – If the matter is grievable, indicate who receives the appeal and which step is next.