CUE Coalition of University Employees

• 777 Camino Pescadero, Isla Vista, CA 93117 • local1@cueunion.org • p 805.685.5550 • f 805.695.5552 • www.cueunion.org/ucsb. •

CUE Grievance Timeline – 2000 Contract

Step One

Incident →

CUE may request an Informal Review meeting and it shall be held with the immediate supervisor within 15 days of the request. This meeting shall not extend time limits including the initial 30-day filing deadline.

→ The Labor Relations Office at the campus, hospital, or Lab must receive the grievance within 30 calendar days after the date on which the employee knew or could be expected to know of the incident.

→ If no Informal Review meeting took place, and either party requests it, there shall be a meeting held at Step 1 that includes the supervisor and the grievant.

→ The University shall issue its Step 1 response within 15 days of the Step 1 meeting or if there was no Step 1 meeting, within 15 days after the grievance was filed.

Step Two

The grievant or the steward may proceed to Step 2 by filing a written appeal with the Labor Relations Office at the campus/hospital/lab within 15 calendar days of the date the Step 1 written response was issued **or due** (if UC fails to respond).

→ The University official shall convene a meeting with the grievant(s) and the grievant's representative no later than 15 calendar days following receipt of the appeal to Step 2.

→ The University shall issue a written response within 15 calendar days following the Step 2 meeting, or receipt of the Step 2 appeal if it is agreed that no meeting will be held.

Step Three

An appeal must be filed by the grievant or the steward with the Director of Labor Relations in the Office of the President within 15 calendar days of the date the University's Step 2 written answer was issued **or due** (if Labor Relations fails to respond).

→ The Director of Labor Relations shall issue the University's written answer to a Step 3 appeal within 30 calendar days of the receipt of the appeal.

→ If the grievance is not resolved in Step 3, the case can be appealed to arbitration within 30 days of the University's Step 3 response or due date. The appeal to arbitration must be signed by the President of CUE, or designee, and filed with the Office of Labor Relations, Office of the President.