

**Article 13      GRIEVANCE PROCEDURE**

**§ 13.1 Definitions**

**§ 13.1.1**      A "grievance" is an allegation by a grievant that he/she has been directly or adversely affected by a misapplication, a misinterpretation, or a violation of a specific provision of this Agreement.

**§ 13.1.2**      A "grievant" is a unit member or unit members of the District covered by the terms of this Agreement, or SEIU with written approval of the grievant, with an alleged grievance.

**§ 13.1.3**      A "day" is any day in which the administrative offices of the College District are open for business.

**§ 13.2 Job Steward**

**§ 13.2.1**      SEIU shall notify the District in writing of those members of SEIU designated as Job Stewards and any subsequent changes. No more than six (6) members shall be designated as Job Stewards.

**§ 13.2.2**      Job Stewards shall be released upon request for a maximum of sixteen (16) hours, travel time inclusive, per month.

**§ 13.2.3**      The Job Steward shall request release from the Supervisor in charge and shall report in upon return to duty. That release shall not be unreasonably denied.

**§ 13.2.4**      Upon entering another work location, the Job Steward shall identify herself/himself, if possible, to the supervisor in charge of that location and state the purpose and expected duration of the visit.

**§ 13.2.5**      The Job Steward may be denied permission by the District's representative to talk to the unit member on his/her duty time if that will unduly interfere with the unit member's work. Any disagreement over this access shall be immediately referred to the Vice President of Business Services, or designee, for determination. Provision of this remedy shall not bar use of the Grievance Procedure.

**Article 13 GRIEVANCE PROCEDURE (Continued)**

**§ 13.2 Job Steward (Continued)**

§ 13.2.6 The Job Steward shall use his/her own time to perform any duty requirements that exceed the amount of released time granted in this section. If a Job Steward is required, because of the sixteen (16) hour limitation, to pursue a duty requirement that includes meeting with a management representative after regular working hours, management shall make reasonable efforts to have a representative available for such a meeting outside normal working hours.

§ 13.2.7 Stewards shall report use of release time using a Notice of Absence form. One (1) copy will go to the unit member's supervisor, one (1) copy to Human Resources, and one (1) copy to SEIU.

**§ 13.3 Informal Level**

§ 13.3.1 Before filing a formal grievance, the grievant shall attempt to resolve it by an informal conference with his/her immediate supervisor. Failure to file formal grievances within the specific time limits invalidates the grievance.

**§ 13.4 Formal Level**

**§ 13.4.1 Level I**

1. Within ten (10) days after grievant knew or should have known of the act or omission giving rise to the grievance, the grievant must present grievance in writing to the Vice President of Human Resources, with copies to the grievant's immediate supervisor and to SEIU. The District shall provide a Grievance Form for grievant's use.
2. The written grievance shall include a clear, concise statement of the grievance, the specific section of the collective bargaining agreement allegedly misinterpreted, misapplied, or violated, the circumstances involved, the decision rendered at the informal conference, and the remedy sought.
3. The Vice President of Human Resources shall, within five (5) days of receiving the grievance, meet with the grievant and grievant's representative and the appropriate management team member to discuss the grievance. The Vice President of Human Resources shall communicate a decision, in writing, within five (5) days following the grievance meeting.

**Article 13      GRIEVANCE PROCEDURE      (Continued)**

**§ 13.4 Formal Level      (Continued)**

**§ 13.4.2      Level II**

1. In the event that the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision to the Superintendent/President, within ten (10) days after receiving the Level I decision.
2. The appeal shall include a copy of the original grievance, the Level I decision, and a clear, concise statement of the reason(s) for the appeal.
3. The Superintendent/President, shall, within ten (10) days of receiving the grievance, meet with the grievant and grievant's representative to discuss the grievance. The Superintendent/President, shall communicate a decision, in writing, within ten (10) days following the grievance meeting.

**§ 13.4.3      Level III**

1. In the event that the grievant is not satisfied with the decision at Level II, SEIU, on behalf of the grievant, may request that the dispute be submitted to advisory arbitration within twenty (20) days of receipt of the decision of Level II.
2. An arbitrator shall be selected by any means mutually agreeable to the parties, or absent mutual agreement, from a list of five (5) arbitrators obtained via a joint request to the American Arbitration Association. The arbitrator shall be selected from the list by the parties alternately striking names with the first strike determined by chance.
3. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement.
4. The recommendation of the arbitrator shall be made solely upon the evidence and arguments presented to the arbitrator by the respective parties. Neither offers nor concessions for settlement made during the grievance procedure shall be admissible in arbitration.

**Article 13      GRIEVANCE PROCEDURE      (Continued)**

**§ 13.4 Formal Level      (Continued)**

5. The decision of the arbitrator shall be advisory. The Board of Trustees shall act to accept or reject the arbitrator's decision within thirty (30) days of receipt of the decision. The decision of the Board shall be in writing, and include a finding of facts and justification for the decision. The decision of the Board shall be final. Grievant not satisfied with the final decision of the Board may resort to a court of competent jurisdiction to pursue whatever other legal remedies are available.
  
6. The cost of employing the arbitrator and court reporter shall be borne by the unsuccessful party to the arbitration. If the decision is split then the parties shall share the costs. All other costs such as, but not limited to attorney's fees and witness fees shall be borne only by the party incurring that cost. Unit members of the District called to testify at a hearing by either party shall do so on work time if said testimony coincides with the unit member's regular work schedule.

**§ 13.5 Miscellaneous**

**§ 13.5.1**      Until final disposition of the grievance takes place, the grievant is required to conform to the original direction of grievant's supervisor.

**§ 13.5.2**      Neither the Vice President of Human Resources nor the Superintendent/President shall be required to handle more than two (2) grievances at a time. If more than two (2) grievances are pending, time limits shall be extended correspondingly.

**§ 13.5.3**      A grievant shall be entitled to representation at each step of the grievance procedure, and shall be entitled to participate in all grievance proceedings on work time.

**§ 13.5.4**      By mutual agreement between the parties, any step of the grievance procedure may be extended in time.

**§ 13.5.5**      A unit member covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of SEIU as long as the adjustment is not inconsistent with the terms of this Agreement. SEIU shall be provided copies of any grievance filed directly by unit members and any responses by the District. Prior to any resolution of any grievance, SEIU shall be given the opportunity to file a written response to the proposed resolution.

**Article 13      GRIEVANCE PROCEDURE      (Continued)**

**§ 13.5 Miscellaneous (Continued)**

**§ 13.5.6**      The parties may mutually agree to alternative methods of resolving grievances, including but not limited to mediation and informal hearings prior to submitting a grievance to arbitration.