



Grievance Procedures and Timelines

Definitions and Important Facts

- A “grievance” is defined as an allegation that the grievant has been adversely affected by a **violation, misinterpretation, or misapplication of the provisions in the Collective Bargaining Agreement (CBA)**.
- The grievance process can only be used to correct the above-mentioned issues. It is not a vehicle to force the District to submit administrators to disciplinary action by their superiors.
- The “immediate supervisor” is the lowest level administrator having jurisdiction over the grievant and who has the authority to resolve the particular grievance.
- A “day” is any day on which the administrative offices of the District are open for business. **If a grievance is filed after May 1st and prior to the end of the school year, the time limits shall be regarded as calendar days.** Time limits affected by the winter and spring recesses shall be extended by five days.
- Unit members have the right to representation at any and all conferences held during the grievance process.
- No public comments shall be made by any party involved until the grievance has been resolved.
- No reprisals of any kind shall be taken by the District against any unit member for participating in the grievance process.
- Most grievances are resolved at the informal level. Knowledge of **specific contract language** is often the key to getting administrators to adhere to the provisions of our CBA.
- Unit members who wish to file grievances are encouraged to keep a written record of all relevant information, including names, dates, times, witnesses, etc.

Read and refer to Article XIX of the TTA/TUSD Collective Bargaining Agreement for a comprehensive view of the Grievance Process.

Filing Timelines

When perusing a grievance, understanding the process and complying with the required timelines is extremely important. Refer to this chart for an overview of the procedural timelines.

Level	Grievant Shall	Deadline	Supervisor Shall	Deadline
<u>Step 1:</u> Informal (attempt to resolve w/o filing a grievance)	Request an informal conference with your immediate supervisor to address the issue.	Within 15 days of the occurrence or omission	Schedule a conference. Respond in writing after the conference	Within 5 days of the request Within 2 days of the conference
<u>Step 2:</u> Level 1 (filing a formal grievance)	Present the grievance in writing in a clear, concise statement, citing the specific section(s) of the CBA that are alleged to have been violated, the circumstances involved, the decision rendered at the informal level, and the specific remedy sought.	Within 5 days after receiving the response to the informal conference.	Hold a hearing with the grievant Respond to the grievance in writing	Within 7 days of receiving the grievance.
<u>Step 3:</u> Level 2 (next phase in filing a formal grievance)	Appeal the decision at Level 1 to the Superintendent or designee. This appeal should include a copy of the original grievance, the decisions at the Informal Level and Level 1 and a clear, concise statement of the reasons for the appeal	Within 7 days after receiving the decision on the Level 1 grievance	Hold a hearing with the grievant Respond to the grievance in writing	Within 10 days of receiving the grievance
<u>Step 4:</u> Level 3 (final phase in filing a formal grievance)	Make a written request (with a copy to the Superintendent) that TTA submit the grievance to arbitration The TTA Grievance Committee will consider the request and submit a recommendation to the T.T.A. Board for approval	Within 5 days after receiving the decision on the Level 2 grievance Within 10 days after receiving the request for arbitration	Collaborate with TTA on the selection of an arbitrator. Collaborate with TTA and the arbitrator to schedule a hearing Arbitrator will render a decision which will be final and binding on both parties	Within 7 days. Within 30 days of the hearing.