**CTU/CMSD GRIEVANCE PROCEDURE**

-A grievance is any matter concerning the interpretation, application, or alleged violation of any currently effective Agreement between the District and the CTU, or which alleges any employee represented by the Union has been discharged or discipline without just cause, or has been treated unfairly or in a discriminatory manner. -Days shall mean when the affected employee, or, in the case of a responding administrator, such administrator, is scheduled to be at work.

Informal Problem Resolution

**Letter of Inquiry** Requesting Information on Salary, working conditions, and/or benefits.

Not Satisfied

Step 2 Within 20 days of Step 1 written response, grievant may appeal through the CTU to the Executive Director of Human Resources. 20 working days for Written Response

20

RESOLVED

RESOLVED

RESOLVED

Step 4 Grievant requests in writing within 75 days that CTU move to:

Step 3 –Grievance sustained but not implemented. –Grievance not answered within time frame. –Grievance impacts at least 5 members. –Special Education class size.

Hearing with CEO or Designee within 20 working days.

20 working days for Written Response

Not Satisfied

Step 1 Within 60 days of discovery of grievable event, Initiation of Grievance with Supervisor/Principal.

3 working days for Written Response

Not Satisfied

BINDING AND FINAL

Problem not resolved

RESOLVED

BINDING AND FINAL

Regular Arbitration Expedited Arbitration Arbitration Tribunal

Mediation