

GRIEVANCE PROCESS

Article 9 Grievance Procedure – Section 3 Procedure

Informal: grievance may be brought to supervisor's attention orally in an attempt to reach resolution. THIS TIME PERIOD IS **INCLUDED** in the 21-day filing deadline.

Step 1:

- Written grievance has to be filed within **21 calendar days** of the occurrence or knowledge thereof.
- Within **10 calendar days** after management receives the written grievance a meeting is held to resolve with supervisors' supervisor, steward, grievant
- Written response by management to be received within **10 calendar days** of the meeting.
- MAPE may appeal to Step 2 within **10 calendar days** after the written answer is given or due (usually HR although may differ).

Step 2:

- Within **10 calendar days** following receipt of 2nd step grievance by management, a meeting is schedule in attempt to resolve.
- Within **10 calendar days** following this meeting, response in writing from management.
- If grievance is still unresolved, it may be appealed within **30 calendar days** (after the written answer is given or due) to MMB **unless it is a MNSCU grievance.**

Step 3 MNSCU (Minnesota State College and Universities) only:

- Within **14 calendar days** following the receipt of a grievance appealed from Step 2 the system office's Department of Employee Relations shall arrange a meeting with the Association and will respond within **14 calendar days**. If grievance remains unresolved, the Association may, within **30 calendar days** after written answer is given, appeal to arbitration by written notice to Asst. Commissioner of MMB.

MAPE ARBITRATION COMMITTEE

- This committee, made up of MAPE Business Agents, MAPE Chief of Staff and MAPE Statewide Vice President, hears the grievance presented by the Business Agent and Steward of Record.
- The committee votes on whether they believe this grievance would be won in arbitration and should go forward.
- If approved for arbitration, grievant is notified and arbitration is scheduled.
- If denied for arbitration, grievant receives certified letter from MAPE with an explanation of the denial and their right to appear before the ERC.

EMPLOYEE RIGHTS COMMITTEE

- This committee made up of all Regional Steward Directors and MAPE Statewide Vice President, hears the grievance as presented by the grievant in an attempt to change the decision of the arbitration committee not to proceed to arbitration.
- If approved by the ERC the grievance is presented to the MAPE Board of Directors for final approval to arbitrate.
- If denied by the ERC, the process is exhausted.