

## CHART OF OCSEA GRIEVANCE PROCEDURE AND STEWARDS' RESPONSIBILITIES

NOTE: THIS CHART IS A SUMMARY OF STEWARDS' RESPONSIBILITIES AND IS IN NO WAY INTENDED TO MODIFY THE PROTECTIONS AFFORDED THE EMPLOYEES OR UNION AS REFLECTED IN ARTICLE 25 OF THE GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE	RESPONSIBILITY OF	UNION TIME LIMITS	MANAGEMENT TIME LIMITS	APPEAL TO NEXT STEP	PAPERWORK
<b>Step 1 -</b> IMMEDIATE SUPERVISOR: THE GRIEVANT AND/OR THE UNION SHALL ORALLY RAISE THE GRIEVANCE WITH A NON-BARGAINING UNIT SUPERVISOR	<ul style="list-style-type: none"> <li>STEWARD AND EMPLOYEE</li> </ul>	<ul style="list-style-type: none"> <li>TEN (10) WORKING DAYS FROM THE DATE THE GRIEVANT FIRST BECAME AWARE, OR REASONABLY SHOULD HAVE BECOME AWARE OF THE OCCURRENCE</li> </ul>	<ul style="list-style-type: none"> <li>THREE (3) WORKING DAYS FROM WRITTEN RESPONSE.*</li> </ul>	<ul style="list-style-type: none"> <li>FIVE (5) CALENDAR DAYS FROM RECEIPT OF WRITTEN STEP ONE RESPONSE*</li> </ul>	<ul style="list-style-type: none"> <li>GRIEVANCE FORM SIGNED</li> <li>COPY OF GRIEVANCE FACT SHEET AND GRIEVANCE LOG BOOK</li> </ul>
<b>Step 2 -</b> INTERMEDIATE ADMINISTRATOR	<ul style="list-style-type: none"> <li>STEWARD</li> </ul>	<ul style="list-style-type: none"> <li>FIVE (5) CALENDAR DAYS FROM THE RECEIPT OF WRITTEN STEP ONE RESPONSE OR DATE ANSWER WAS DUE, WHICHEVER WAS FIRST</li> </ul>	<ul style="list-style-type: none"> <li>SEVEN (7) CALENDAR DAYS TO SET UP DISCUSSION</li> <li>EIGHT (8) CALENDAR DAYS AFTER DISCUSSION, WRITTEN RESPONSE DUE</li> </ul>	<ul style="list-style-type: none"> <li>TEN (10) CALENDAR DAYS AFTER RECEIPT OF STEP 2 RESPONSE* OR DATE RESPONSE WAS DUE WHICHEVER IS EARLIER</li> <li><b>VERBAL REPRIMANDS NOT GRIEVABLE TO STEP 3</b></li> </ul>	<ul style="list-style-type: none"> <li>COPY ANSWERS</li> <li>GRIEVANCE LOG BOOK</li> <li><b>LEGIBLE COPY OF GRIEVANCE FORM MUST BE INCLUDED.</b></li> </ul>
<b>Step 3 -</b> AGENCY HEAD OR DESIGNEE  <b>IMPORTANT NOTE: GRIEVANCES WHICH INVOLVE A LAYOFF, NON-SELECTION, SUSPENSION, FINE, WORKING SUSPENSION, STEP REDUCTION OR REMOVAL, STEPS 1 AND 2 ARE SKIPPED AND THE GRIEVANCE IS STARTED DIRECTLY AT STEP 3.</b>	<ul style="list-style-type: none"> <li>STEWARD AND EMPLOYEE</li> </ul>	<b>LAYOFF, NON-SELECTION, SUSPENSION, FINE, WORKING SUSPENSION, STEP REDUCTION OR REMOVAL</b> COPY OF GRIEVANCE FORM MAILED (CERTIFIED) TO AGENCY HEAD/DESIGNEE WITHIN FOURTEEN (14) CALENDAR DAYS OF <b>NOTIFICATION</b> OF ABOVE ACTION (NOT THE EFFECTIVE DATE OF ACTION) <b>CONTRACT INTERPRETATION</b> <ul style="list-style-type: none"> <li>(10) CALENDAR DAYS AFTER RECEIPT OF STEP 2 ANSWER OR DATE ANSWER WAS DUE, WHICHEVER WAS FIRST</li> </ul>	<ul style="list-style-type: none"> <li>MEETING WITHIN FIFTEEN (15) CALENDAR DAYS AFTER RECEIPT OF WRITTEN GRIEVANCE, UNLESS MUTUALLY AGREED OTHERWISE ANSWER TO BE GIVEN WITHIN 35 DAYS OF MEETING**</li> </ul>	<ul style="list-style-type: none"> <li>IF NO MEETING IS HELD, APPEAL AS SOON AS DATE FOR MEETING HAS PASSED. IF A MEETING IS HELD, APPEAL AS SOON AS STEP 3 ANSWER WAS DUE (35 DAYS) OR RECEIVED, WHICHEVER IS EARLIER. OFFICE OF GENERAL COUNSEL SHOULD BE NOTIFIED IMMEDIATELY BY PREPARING APPEAL &amp; PREP. SHEET AND ATTACHING A LEGIBLE COPY OF THE GRIEVANCE FORM**</li> <li><b>WRITTEN REPRIMANDS NOT GRIEVABLE TO STEP 4</b></li> </ul>	<ul style="list-style-type: none"> <li>GRIEVANCE LOG BOOK</li> <li>PREPARE MATERIALS FOR OCSEA STAFF REPRESENTATIVE</li> <li>MAIL APPEAL &amp; PREPARATION SHEET TO THE OFFICE OF GENERAL COUNSEL, MAIL GRIEVANCES AND ALL ANSWERS TO STEP 4 <b><u>BY CERTIFIED MAIL</u></b> TO OCB</li> <li><b>LEGIBLE COPY OF GRIEVANCE FORM MUST BE INCLUDED</b></li> </ul>
<b>Step 4 -</b> OFFICE OF COLLECTIVE BARGAINING	<ul style="list-style-type: none"> <li>CHAPTER PRESIDENT OR DESIGNEE TO FILE TO STEP 4.</li> <li>OFFICE OF GENERAL COUNSEL TO APPEAL TO ARBITRATION</li> </ul>	<ul style="list-style-type: none"> <li>FIFTEEN (15) CALENDAR DAYS AFTER RECEIPT OR DATE ANSWER WAS DUE, WHICHEVER WAS EARLIER.</li> </ul>	<ul style="list-style-type: none"> <li>UNION OFFICE OF GENERAL COUNSEL AND OCB SCHEDULE GRIEVANCE MEDIATION CONFERENCE</li> </ul>	<ul style="list-style-type: none"> <li>OFFICE OF GENERAL COUNSEL HAS SIXTY (60) CALENDAR DAYS TO APPEAL GRIEVANCE TO ARBITRATION (BUT NOT MORE THAN 90 DAYS FROM STEP 3 RESPONSE) WHEN: (1) GRIEVANCE IS NOT SUCCESSFULLY MEDIATED OR (2) EITHER PARTY GIVES NOTICE TO THE OTHER IN WRITING THAT THE GRIEVANCE CANNOT BE EFFECTIVELY MEDIATED***</li> </ul>	<ul style="list-style-type: none"> <li>FORMALLY CLOSE OUT RESOLVED GRIEVANCES</li> </ul>

\*IF NO TIMELY WRITTEN RESPONSE IS MADE, NOTIFY MANAGEMENT THAT YOU SEEK A RESPONSE AND THAT YOU WILL BE FORWARDING THE GRIEVANCE TO THE NEXT STEP.

\*\* IF AGENCY FAILS TO MEET TIME LIMITS, OCB SHALL SCHEDULE A MEETING WITH THE STAFF REPRESENTATIVE AND CHAPTER REPRESENTATIVE WITHIN THIRTY (30) DAYS OF RECEIPT OF GRIEVANCE APPEAL. OCB SHALL HAVE THIRTY-FIVE (35) DAYS TO PROVIDE A WRITTEN RESPONSE.

\*\*\* IF MEDIATION IS WAIVED ON A GRIEVANCE BY EITHER PARTY, A DEMAND FOR ARBITRATION MUST BE MADE WITHIN (60) DAYS FROM THE DATE OF THE WAIVER.