March 22, 2023

Step 1: Supervisor

- Employee must email and attempt to meet with immediate supervisor or management-level employee **within 7 days** of event giving rise to or prompting the grievance
- Supervisor meets with the employee **within 7 days** of the email

Step 2: HR

- If not resolved in Step 1, Employee files written grievance with Director of HR/Designee **within 7 days** of Step 1 meeting, BUT **no later than 14 days** after initial email to supervisor
- Step 2 meeting with HR/Designee **within 7 days** after receipt of written grievance
- HR response in writing **within 7 days** of the Step 2 meeting

Step 3: Director/CEO

- Submit written appeal with Director/CEO/Designee **within 7 days** of receipt of Step 2 response
- Step 3 meeting with Director/CEO/Designee **within 7 days** after receipt of written grievance
- Director/CEO/Designee response in writing **within 7 days** of the Step 3 meeting

Mediation

Arbitration

- Either party may elect mediation, must notify the other party **within 7 days** after receipt of Step 3 decision
- Electing party notifies FMCS or SERB **within 14 days** of sending notification to other party
- If not resolved at Step 3 or or mediation, Union may pursue binding arbitration