

<b>HILLSBOROUGH</b> Community College		<b>S.E.I.U.</b> <b>GRIEVANCE PROCEDURE</b>		<b>Grievance #</b>
<i>Employee Name</i>		<i>Classification</i>		<i>Position #</i>
<i>Department</i>		<i>Phone #</i>	<i>Work Shift</i>	<i>Supervisor</i>
<i>Article &amp; Section of Agreement Violated</i>		<i>Date of Violation</i>	<i>SEIU Representative</i>	
			<i>Class Action Grievance?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>STEP 1</b>	<i>Date Informal Meeting with Non-bargaining Unit Supv.</i>	<i>Non-bargaining Unit Supervisor</i>		<i>Comments</i>
<b>STEP 2</b>	<i>Date Written Grievance Delivered to Dean/Director</i>	<i>Dean/Director</i>		<i>Signature of Grievant</i>
<i>Brief Description of Violation</i>			<i>Remedy/Correction Requested</i>	
<i>Date Dean/Director Met with Grievant</i>		<i>Dean/Director Response</i>		
<b>STEP 3</b>	<i>Date Written Grievance Del. to Campus Pres. or VP</i>	<i>Campus President/Vice President</i>		<i>Date Campus President/Vice President Met with Grievant</i>
<i>Campus President/Vice President Response</i>				
<b>STEP 4</b>	<i>Date Grievance Delivered To Human Resources</i>	<i>Human Resources Director</i>		<i>Date Human Resources Director Met with Grievant</i>
<i>Human Resources Director Response</i>				
<b>STEP 5</b>	<i>Date of Grievant's Written Request to HR for Arbitration</i>			

1. Refer to Article 9 – Grievance & Arbitration Procedure – for specific information related to the grievance process.
2. Use additional paper to address statements or exhibits to the grievance, and refer to those attachments in the appropriate space on the Grievance Procedure Form.
3. Step 1 time limits begin on the date the grievant knew, or should have known, of the occurrence upon which the grievance is based.
4. Time limits through out the process are restricted to 10 days, Monday through Friday, unless a mutually agreed to extension date is established. The other exception to the time limits is in Step 5: if the employee is not represented by the Union, the time limit may expand to 20 days.
5. Violations of Article 4 – Non-Discrimination – (filed with the Office of Institutional Equity) and Article 24 – Evaluations, begin at Step 2 of the Grievance Procedure.
6. Class Action grievances are filed at Step 3.
7. Grievances related to suspension or termination from employment may be filed at Step 4. The 10-day period begins the first day that the grievant is placed in a non-paid status.