

Grievance Procedure, Timeline, and Submission Form

Public School Employees of Oak Harbor School District

Employee _____ Date _____

This grievance procedure is contained in Article XIV of the Collective Bargaining Agreement (CBA) and in Article VIII, Section 4 of the chapter By-Laws. The term "days" refers to OHSD normal working days.

Step 1 Attempt to Resolve Informally

_____ Within twenty (20) days following the occurrence of the event giving rise to the grievance, or twenty (20) days after the event is known or reasonably should have been known, the employee shall attempt to resolve the grievance informally with the immediate supervisor. The immediate supervisor shall respond informally within ten (10) days of the employee's presentation.

_____ The immediate supervisor shall respond informally within ten (10) days of the employee's presentation.

Step 2 Submit Written Grievance to Immediate Supervisor

_____ If the grievance is not resolved informally, it shall be reduced to writing by the employee who shall submit it to the immediate supervisor. The written grievance shall be submitted to the immediate supervisor within ten (10) days after receipt of the informal response

The written grievance shall contain the following:

- a. A statement of the alleged grievance including the facts upon which the grievance is based;
- b. Reference to the specific terms of the agreement which have been allegedly violated;
- c. Remedy sought.

_____ Chapter grievance committee should meet to approve grievance.

_____ PSE field rep must call legal department for grievance file number. File #

_____ Mail copies of all necessary documentation to PSE legal department.

_____ The immediate supervisor will inform the employee and the union in writing of the disposition of the grievance within ten (10) days of the presentation of the grievance.

Step 3 Submit Written Grievance to District Superintendent

_____ If the grievance is not settled at Step 2 and the Association believes the grievance to be valid, a written statement of grievance shall be submitted within ten (10) working days to the District Superintendent or the Superintendent's designee.

_____ The Superintendent or his/her designee will review the grievance with the parties involved and provide a written statement of the disposition to the employee with a written copy to the union, within ten (10) days of receipt of the grievance.

Step 4 Arbitration

_____ Within twenty (20) days of receipt of the disposition letter at Step 3, written notice of a request for arbitration shall be made to the Superintendent.

Arbitration shall be limited to issue(s) involving the interpretation or application of specific terms of this Agreement. When a timely request has been made for arbitration, the parties shall attempt to select an impartial arbiter to hear and decide the particular case. If the parties are unable to agree to an arbiter within ten (10) days after submission of the written request for arbitration, the provisions of the Collective Bargaining Agreement, Article XIV, Step 4.

