

95 If the matter being grieved relates to an act or omission by the Provost or the President, the
96 grievance may be presented at Step Three or Step Four, utilizing the Grievance Form.

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98 Section 4. Grievance Process (Grievance Steps)

99 Step 1: Informal Presentation of a Grievance

100 A bargaining unit faculty member or a group of bargaining unit faculty members shall have the right
101 to discuss a grievance with ~~the his or her department chair or D~~ Dean or Dean's designee, informally
102 within 60 days following the date on which the grievant knew, or reasonably should have known, of
103 the act, omission or condition which is the basis of the grievance. At this step the grievant may opt
104 to present an oral grievance to ~~the his or her department chair or D~~ Dean or Dean's designee, with or
105 without the presence of an OT-AAUP representative.

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107 The grievant may also present a written informal grievance to the ~~department chair or d~~ Dean or
108 Dean's designee, either in electronic form or in paper form.

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110 The grievant should apprise ~~the his or her department chair or D~~ Dean or Dean's designee that this

- 142 i. A statement describing the nature of the grievance, the approximate date of the events
143 giving rise to the grievance, and to the degree that the grievant knows, the names of the
144 persons involved in the event;
- ii.

190 The Provost or designee shall send a decision in writing to the grievant, and to the OT-AAUP
191 representative, if one was requested by the grievant, within fourteen (14) days of this meeting.
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193 **Step ~~4~~3 Formal Presentation to the President of the University**

194 If the grievant is not satisfied with the decision at Step ~~2~~3, a request for review by the President of
195 Oregon Tech~~OT~~ or their designee may be submitted within fourteen (14) days of the date of the
196 decision at Step ~~2~~3.
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198 If no decision is timely rendered at Step ~~2~~3, then the grievant may file this request with the President
199 or designee, within twenty-eight (28) days of the grievance submitted in writing at Step ~~3~~2.
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201 The President's designee may not be one of the people who heard or reviewed the grievance at Step
202 ~~1, or~~ Step 2, or Step 3.
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204 The President or designee shall meet with the grievant and the OT-AAUP representative, if one is
205 requested by the grievant, within fourteen (14) days of receipt of this request.
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207 For all meetings, the parties shall inform each other at least 24 hours in advance of the meeting as to
208 all those who will be participating in the meeting and as to the location of the meeting.
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210 The President or designee shall send a decision in writing to the grievant within fourteen (14) days
211 of this meeting. A copy of the decision shall also be sent, at the same time, to the grievance officer
212 for OT-AAUP.
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214 Grievances against the Provost may be filed with the President or designee in lieu of the Provost.
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216 If the Association is the grievant, the grievance shall be filed at Step ~~4~~3 within sixty (60) days
217 following the date on which the bargaining unit faculty member whose rights under this Agreement
~~was allegedly violated~~ knew or reasonably should have known that the grievant's rights were violated.

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STEP FOUR

(Attach the original Grievance Form, and the decision(s) of the Dean or Dean’s designee and/or Provost or Provost’s Designee)

I am not satisfied with the decision at Step Two, or Oregon Tech failed to respond in a timely manner at Step Two, and I hereby move the grievance to Step Three for review by the President or President’s designee.

I do not request a meeting. Please issue a written response to this matter within fourteen (14) calendar days from today’s date, _____ [Print date].

*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.