

*Oregon Tech reserves the right

- B. If requested by Grievant, the Association has the right to be present at, and to participate in, any formal Step in the grievance procedure outlined below, but shall not interfere with the right of self-representation.
- C. A bargaining unit member who is serving as the Association's grievance officer and files a grievance on their own behalf shall relinquish the role of grievance officer for the bargaining unit until their dispute is resolved.
- D. Time is of the essence in the presentation of grievances. The time limits provided below for the initial presentation of a grievance are measured from the date of the act, omission, or commencement of condition upon which the grievance is based; or from such later date that the member grievant knew or reasonably should have known of the act, omission, or commencement of the condition upon which a grievance is based.
1. In the event the time limit expires on a Saturday, Sunday, or holiday recognized by Oregon Tech, the time limit is automatically extended to the next business day.
 2. Time limits shall be ~~t~~ extended for bargaining unit members who are on approved protected leave, other than sabbatical leave under Article [x], and resume the business day after returning from the leave.
 - 2.3. ~~When mutually agreed upon by the parties, they may agree to modify~~ the time limits in any step of the grievance procedure ~~may be modified~~ Any agreement to modify the time limits must be in writing.
 - 3.4. If the grievant or Association fails to meet the specified time limits,

presented more than forty (40) business days the act, omission, or commencement of the condition on which the grievance is based.

Step One: Dean's Level. Within ~~thirty-fourty (340)~~ thirty-four (34) ~~calendar business days~~, the Grievant, or the Association on behalf of the Grievant, shall file the grievance on the Grievance Form consistent with the requirements of this Article with the Dean or Dean's designee.

Upon request of either party, the parties shall meet within fourteen (14) calendar business days of receipt of the Grievance Form. The Dean or Dean's designee shall send a decision in writing to the party filing the Grievance Form within fourteen (14) calendar business days of receiving the Grievance Form or conclusion of the meeting if one occurs. this meeting, or within fourteen (14) calendar days of receiving the Grievance Form if no meeting is held.

Step Two: Provost's Level. If the Grievant is not satisfied with the decision at Step One, a request for review may be filed on the Grievance Review Form with the Provost or Provost's designee within fourteen (14) calendar business days of the date of the decision at Step One.

Upon request of either party, the parties shall meet within fourteen (14) calendar business days of receipt of the Grievance Review Form. The Provost or Provost's designee not hearing the grievance at Step One shall send a decision in writing to the party filing the Grievance Review Form within fourteen (14) calendar business days of receiving the Grievance Review Form or conclusion of the meeting if one occurs. such meeting within fourteen (14) calendar days of receiving the Grievance Review Form if no meeting is held.

Step Three: President's Level. If the Grievant is not satisfied with the decision at Step Two, a request for review may be filed on the Grievance Review Form with the President or President's designee within fourteen (14) calendar business days of the date of the decision at Step Two.

Upon request of either party, the parties shall meet with within fourteen (14) calendar business days of receipt of the Grievance Review Form. The President or President's designee not hearing the grievance at Step One or Two shall send a decision in writing to the party filing the Grievance Review Form within fourteen (14) calendar business days of receiving the Grievance Review Form or conclusion of the meeting if one occurs such meeting or within fourteen (14) calendar days of receiving the Grievance Review Form if no meeting is held.

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Notice of Intent to Arbitrate. If the Grievant is not satisfied with the decision at Step Three, the Association may file a Notice of Intent to Arbitrate form with the President or the President's designee and General Counsel within twenty-one (21) calendar business days of date of the decision at Step Three.

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GRIEVANCE FORM

Informal Procedure Formal Procedure

Name of Grievant(s): _____

Filed With: _____

Date Grievance Occurred or Disccovered: _____
Article(s) Violated: _____
Statement of Grievance (identify the violation, misinterpretation, or improper application of the provisions of the Agreement): _____

Grievant(s) Signature: _____

Grievant(s) Phone: _____ Grievant(s) Email: _____

Self Represented

Represented by the following Association representative

I request a meeting.

Representative's Signature: _____

Name: _____

Phone: _____; Email: _____

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GRIEVANCE REVIEW FORM

STEP TWO

(Attach the original Grievance Form and decision of Dean or Dean's designee)

I am not satisfied with the decision at Step One, or Oregon Tech failed to respond in a timely manner at Step One, and I hereby withdraw the grievance to Step Two for review by the Provost or Provost's designee.

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

I request a meeting. Please schedule a time to discuss resolution within fourteen (14) calendar days from today's date, _____ [Print date].

Grievant(s) Signature: _____

Self Represented

Represented by the following Association representative

Representative's Signature: _____

Name: _____ Assoature: _____ GRIEVANCE REVIEW FORM

STEP THREE

(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 advance the grievance to Step Three for review by the President or President's designee.

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

I request a meeting. Please schedule a meeting to discuss resolution within fourteen (14) calendar days from today's date, _____ [Print date].

Grievant(s) Signature: _____

Self Represented

Represented by the following Association representative

Representative's Signature: _____

Name: _____

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2019 OIT/OTAAUP Negotiations
Oregon Tech Counter Proposal
October 8, 2020