

- 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 knew or reasonably should have known of the act, omission, or commencement of the condition upon which a grievance is based.
- i. 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.
 - ii. The parties may agree to modify the time limits in any step of the grievance procedure. Any agreement to modify the time limits must be in writing.
 - iii. If the grievant or Association fails to meet the specified time limits, including any written modifications thereof, at any step of the grievance procedure, the grievance shall be considered withdrawn and it cannot be resubmitted. If Oregon Tech fails to issue a response within the specified time limits, including any written modifications thereof, at any step of the grievance procedure, the grievance may be advanced to the next step of the grievance procedure.
- E. No Grievant may advance a grievance to arbitration unless it is with the approval and participation of the Association.
- F. Grievances and Notices of Intent to Arbitrate shall only be submitted on the forms attached to this Agreement. All sections of the appropriate form being submitted must be completed and signed by the Grievant.
- G. Once a grievance is filed, neither the Grievant nor the Association shall expand upon the original elements and substance of the written Grievance Form.
- H. If the matter being grieved relates to an act or omission by the Provost or the President, the grievance may be presented at Step Two or Step Three, utilizing the Grievance Form.

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within fourteen (14) calendar days of receiving the Grievance Review Form if no meeting is held.

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)

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GRIEVANCE FORM

Name of Grievant(s): _____

Filed With: _____

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

Continued on separate page(s).
Remedy Requested: _____

Grievant(s) Signature: _____

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

Self Represented
Represented by the following Association representative

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 move the grievance to Step Two for review by the Provost or Provost'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].

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: _____

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)

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