

Article ____: Grievance Procedures

Section 1. Purpose. The purpose of this Article is to provide a procedure that promotes the prompt and efficient resolution of grievances. The parties encourage informal resolution of grievances.

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- 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 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. When mutually agreed upon by the parties, ~~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. 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including any written modifications thereof, at any step of the grievance procedure, the grievance shall be considered withdrawn and it cannot be resubmitted or refiled. 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.

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- 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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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 days of the date of the decision at Step Two.

Upon request of either party, the parties shall meet with within fourteen (14) calendar days of receipt of the Grievance Review Form. The President or President's designee shall send a decision in writing to the party filing the Grievance Review Form within fourteen (14) calendar days of such meeting or 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) calendar days of date of the decision at Step Three.

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

*Oregon Tech reserves the right to add to, modify, or amend proposals during the course of negotiations.

2019 OIT/OTAAUP Negotiations
Oregon Tech Counter Proposal*
June 24, 2020

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NOTICE OF INTENT TO ARBITRATE

The Oregon Tech Chapter of the American Association of University Professors hereby gives notice of its intent to proceed to arbitration concerning the grievance of:

, dated _____ which was not resolved satisfactorily at Step Three of the grievance procedure.

OT-AAUP requests _____ / does not request _____ mediation be pursued in this matter.

Name: _____
Authorized Representative, OT-AAUP

Signature: _____

Date: _____

I hereby authorize OT-AAUP to proceed to arbitration with my grievance. I understand and agree that by filing this notice I hereby waive any rights concerning review by Oregon Tech or judicial review as a contested case under the Administrative Procedures Act (ORS §183) of the decisions rendered at prior steps of the grievance procedure.

Grievant's name: _____

Grievant's signature: _____

Date: _____

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