# Quick View of Professional and Non-Union Support Staff Grievance Timeline and Process

**For Inquiries Contact:** Employee Relations at 856-6047

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<th>PA Professional Staff</th>
<th>Grievant Filing Deadline</th>
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|                       | Excludes: Holidays and weekends | Excludes: Holidays and weekends | • UHRS Employee Relations (ER) must be copied on all grievance filings & responses  
• With mutual agreement of the parties or at the discretion of ER:  
  • Time limits identified in the four stages may be extended  
  • Initial filing may be elevated to a higher stage  
  • Stages may be placed on hold |
| Grievance to Stage I  | w/i 10 workdays of event or knowledge thereof | w/i 5 workdays of the receipt of Grievance | • A Grievance involving termination begins at Stage II  
• Management is encouraged to consult w/ER before issuing responses  
• Grievance is filed to the immediate supervisor in the unit in which the complaint arose  
• Grievant may request the response in writing |
| Grievance to Stage II | w/i 5 workdays of receipt of Stage I Response or its due date | w/i 5 workdays of receipt of Grievance at Stage II | • The Grievance to Stage II is filed to the Dean, Director, or Department Head  
• Management is encouraged to consult w/ER before issuing response  
• Response must be in writing |
| Grievance to Stage III | w/i 5 workdays of receipt of Stage II Response or its due date | w/i 10 workdays of receipt of Grievance at Stage III | • Grievance is filed with ER; ER notifies department of Stage III appeal  
• ER may meet with the grievant & with management; & issues a written response  
• If the matter is not resolved; then ER shall advise the originating party of their rights to file to Stage IV Arbitration |
| Mediation (Optional) | w/i 10 workdays of receipt of the Stage III response, | In a timely manner, no specific time frame | • If not settled at the conclusion of Stage III, then either Party may request mediation  
• Time limits for appealing the grievance to arbitration are held in abeyance until the mediation process is completed  
• Excludes cases involving termination |
| Grievance to Stage IV Arbitration | w/i 10 workdays of receipt of the Stage III response or date of the mediation session (if one is held) | Please refer to Policy for specific details and procedures | • Issues specifically excluded from Arbitration include:  
  • Grievances by appointed staff who have not completed the new-employee evaluation period  
  • Disciplinary actions other than terminations |
| Stage IV Report of Findings from Arbitrator | | | • Arbitrator’s opinion is advisory in nature to the chancellor, vice president or president of the university, who accepts, rejects or modifies the recommendation  
• Stage IV concludes the problem/grievance procedure |