

## Grievance to Employee's Supervisor Review & Answer

<b>Timelines &amp; Deadlines</b>	<b>Who Acts?</b>	<b>Action</b>
45 Calendar Days	Employee	Informal grievance to employees supervisor
7 Working Days	Employee or ASDCE	FORMAL WRITTEN GRIEVANCE SUBMITTED: File a formal written grievance to the employee's supervisor.
7 Working Days	Supervisor	REVIEW & ANSWER: After receipt of the grievance, return a copy of the written grievance to the employee with an answer.
7 Working Days	Employee or ASDCE	FILE APPEAL TO MIDDLE MANAGEMENT: The employee has 7 working days to file an appeal to Middle Management.

## Grievance to Middle Management Review & Answer

<b>Timelines &amp; Deadlines</b>	<b>Who Acts?</b>	<b>Action</b>
7 Working Days	Middle Management	MIDDLE MANAGEMENT REVIEW & ANSWER
7 Working Days	Employee or ASDCE	EMPLOYEE REVIEW & APPEAL: The employee has 7 working days to file an appeal to the Department Head.

## Grievance to Department Head Review & Answer

<b>Timelines &amp; Deadlines</b>	<b>Who Acts?</b>	<b>Action</b>
30 Calendar Days	Department Head	DEPARTMENT HEAD REVIEW & ANSWER

## Binding Arbitration of Grievances

<b>Timelines &amp; Deadlines</b>	<b>Who Takes Action?</b>	<b>Action</b>
30 Calendar Days	ASDCE	ASDCE has 30 calendar days to file arbitration.

## Labor Relations Informal Review

<b>Timelines &amp; Deadlines</b>	<b>Who Takes Action?</b>	<b>Action</b>
10 Working Days	DHR Labor Relations	Labor Relations has 10 working days for formal review.

## Selection of Arbitrator

<b>Timelines &amp; Deadlines</b>	<b>Who Takes Action?</b>	<b>Action</b>
	ASDCE	ASDCE