



LOCAL 1857 KING COUNTY LIBRARY SYSTEM Grievance Procedure

The grievance procedure is Article 6 of the Collective Bargaining Agreement.

6.2 DEFINITION: A grievance shall be defined as a claim or dispute by an employee or the Union on behalf of an employee or group of employees with respect to a violation of the express provisions of this agreement.

The grievance must be presented in writing to the employee's direct supervisor within ten working days of the incident.

Step One (Article 6.3.1 of the Collective Bargaining Agreement)

The member will immediately contact the appropriate Steward. If a Steward is not available, the member should contact the Chief Steward who will appoint a Steward to represent the member.

The member and the Steward will fill out the Grievance Fact Sheet (available at the kclsvoice.org and AFSCME.org websites.) If after investigation and completion of the fact sheet, the Steward determines the grievance does not have merit, the Steward will advise the employee and the Chief Steward. The member may seek review of the decision through the Union Grievance Committee. The Steward should advise the member to contact the Chief Steward within the ten-day time frame required by the grievance procedure.

If there is merit to the grievance, the Steward or the member will fill out the grievance form (available at the kclsvoice.org website.)

When Writing A Grievance

- ◆ Be sure to include the articles of the contract believed to have been violated and the phrase *"and any other relevant articles of the contract"* in the statement of the grievance.
- ◆ If it is a KCLS policy that management has violated, include *Article 4.2 "Prior to implementation of new policies or changes during the term of the Agreement affecting wages, hours, and working conditions, the Union shall have the right to review and comment on the proposed policies/changes"* or *Article 24.1.a "To be advised of KCLS work standards, policies and procedures, to expect a uniformly applied system of Human Resources Administration."*
- ◆ Be sure to include *"and be made whole"* in the requested remedy.
- ◆ Additional information on writing a grievance can be found in the AFSCME Stewards handbook, available on the afscme.org website.

The grievance should be presented to and signed by the grievant's supervisor or their designee. Copies of the signed grievance should be given to the supervisor and immediately be sent to the Chief Steward. **The Chief Steward is notified when a grievance is filed.**

- ◆ The Steward, member and supervisor may meet within ten days of the presentation of the grievance or the supervisor may respond without a meeting.
- ◆ The supervisor is to notify the grievant and/or Steward within ten days of receipt of the grievance, either to set up a meeting or to respond to the grievance.
- ◆ The member and the Steward determine if the supervisor's response resolves the grievance. If the grievance is resolved, the Steward should notify the Chief Steward and forward a copy of the response.
- ◆ If the grievance is not resolved, the Steward should forward the grievance to the Grievance Committee. The committee will determine if the grievance should be advanced to step two.
- ◆ If the Grievance Committee believes the grievance is resolved but the member wishes to pursue to the next level, the Steward will advance the grievance to step two, request a continuance "for further review" and advise the member they have ten days to appeal to the Grievance Committee. The member must contact the Chief Steward within ten days if they wish to appeal.
- ◆ The grievant will be notified in writing of the decision of the committee and appeal process if appropriate.
- ◆ If the supervisor does not respond notify the Chief Steward. The Chief Steward will contact the Human Resources manager for a status update. The Chief Steward will have the authority to request or grant timeline extensions at all steps of the grievance procedure.

Step Two (Article 6.3.2 of the Collective Bargaining Agreement)

When the Grievance Committee approves moving a grievance to step two, the grievance must be presented to the APT member within ten days of the conclusion of step one. The contract states, "The written grievance shall include a statement of the issue, the sections of the Agreement allegedly violated, facts of the case, and remedy sought."

- ◆ Follow the same guidelines for writing a grievance listed under step one.
- ◆ A response is due within ten days of the meeting. If the APT member wishes to have more time to respond, the Steward should get written documentation, a date to expect the response, and notify the Chief Steward.
- ◆ If the response from the APT member resolves the grievance, notify the Chief Steward.
- ◆ If the response from the APT member does not resolve the grievance, the Steward should forward the grievance to the Grievance Committee with a recommendation to continue

the process or accept the decision. The committee will determine if the grievance should be advanced to step three.

- ◆ The grievant will be notified in writing of the decision of the committee and appeal process if appropriate.
- ◆ If the APT member does not respond notify the Chief Steward. The Chief Steward will contact Human Resources manager for a status update. The Chief Steward will have the authority to request or grant timeline extensions at all steps of the grievance procedure.

Step Three (Article 6.3.3 of the Collective Bargaining Agreement)

Step three is with the Library Director. Usually, the Council 2 Staff Representative assumes responsibility for a grievance at this step. The Grievance Committee should notify the Staff Representative if they determine to process a grievance to step three.

- ◆ The letter requesting a step three meeting will be written by the Steward unless the Chief Steward or Staff Representative agree to write it. The grievant, Steward and Staff Representative should meet in person prior to the step three meeting.
- ◆ If the grievance is not resolved at step three the Grievance Committee will make a recommendation to the Executive Board requesting arbitration or to end the grievance.
- ◆ The grievant will be given the opportunity to present their grievance to the Executive Board.
- ◆ If the Executive Board does not support arbitration, the grievant will be given written notice of their right to appeal the decision to Council 2.

Arbitration

- ◆ If arbitration is desired, the staff representative will present the grievance to the Council 2 general counsel. The grievance will be reviewed for arbitral merit. If it is determined by Council 2 that there is not merit to arbitrate the matter, the staff representative will notify the grievant and the Chief Steward of the decision and the appeal process. The staff representative will preserve the timelines of the grievance during this process.
- ◆ If the general counsel agrees the grievance has merit, an arbitration hearing will be requested. However, Council 2 will also continue try to satisfactorily resolve the grievance.