

10.03 Disposition of Grievances

A. Informal Adjustments - Immediate Supervisor

Whenever possible, unit member(s) and the Association shall first attempt in good faith to adjust their grievances with the immediate supervisor or within the College's administrative structure up to the level of the President of the College or the President's designee.

B. Formal Adjustments

All complaints shall be filed on a standard form. If the grievance involves an action by the Board or a matter of general system-wide applicability, the complaint shall be filed at Step Two within thirty (30) calendar days after the grievant knows, or should have known, of the alleged acts or condition on which the grievance is based; provided, however, that the President of the Association or the President's designee must first certify in writing that the grievance is of general system-wide applicability. Within ten (10) calendar days of receipt of said certification, the Chancellor or the Chancellor's designee shall determine whether or not the grievance is of system-wide applicability or applies to the Employer. If the Chancellor or the Chancellor's designee determines that the grievance is of system-wide applicability or applies to the Employer, the Chancellor or the Chancellor's designee shall meet and confer with the grievant for the purpose of resolving the grievance and shall render a written decision within fifty (50) calendar days after receipt of certification.

If determined not to be of system-wide applicability or applicable to the Board, the unit member(s) or the Association shall have fourteen (14) calendar days from receipt of the hearing officer's determination in which to file the grievance at Step One. The Chancellor or the Chancellor's designee may upon mutual consent consolidate at Step Two multiple grievances which involve the same issue. All other grievances shall be processed in accordance with the following procedures: