



United Nurses & Allied Professionals

Copley United Nurses & Allied Professionals Local 5109 Grievance Procedure

Grievance: _____

Grievant: _____ Unit: _____

All grievances must be initiated within fourteen (14) business days after the alleged violation has occurred or from when there would be a reasonable basis for knowledge of the alleged violation. Any grievance upon which a disposition is not made by the Hospital within the time limits prescribed (or any extension mutually agreed upon) may be referred to the next step in the Grievance Procedure. If the grievance is not referred to the next step within five (5) business days from receipt of an answer, it shall be deemed closed based upon the last answer. **The parties may by mutual written consent extend an of the time limits.**

Grievance Timeline

	Starting Dates	Meetings	Extensions (in writing)	Responsible Union Representative	Response Date
				Responsible Management Rep	
<p>Step 1</p> <p>Initiate as above, Response due in writing within 5 business days after receipt of the grievance</p>	<p>Grievance Occurred:</p> <p>File by:</p> <p>Actual Date Filed:</p> <p>Copies sent</p>	<p>Due:</p> <p>Held:</p>	<p>Date extended</p>		<p>Due Date:</p> <p>Date Received:</p> <p>Copies sent <input type="checkbox"/></p>
<p>Step 2</p> <p>Advance to Step 2 within 5 business days of receipt of the Step 1 decision Response is due in writing within 5 business days</p>	<p>File by:</p> <p>Actual File Date:</p> <p>Copies sent</p>		<p>Date extended</p>		<p>Due Date:</p> <p>Date Received:</p> <p>Copies sent <input type="checkbox"/></p>
<p>Step 3</p> <p>Advance to Step 3 within 5 business days of the receipt of the Step 2 decision The response is due in writing within 10 business days after the submission at Step 3</p>	<p>File by:</p> <p>Actual File Date:</p> <p>Copies sent</p>		<p>Date extended</p>	<p>Include Union President</p>	<p>Due Date:</p> <p>Date Received:</p> <p>Copies sent <input type="checkbox"/></p>
<p>Arbitration</p> <p>Within 21 business days after the written decision of the Hospital President at Step 3 is received, the Union may submit the grievance to arbitration</p>	<p>File by:</p> <p>Call Grievance Committee Chair</p>	<p>Grievance Committee Meeting</p>	<p>Date extended</p>		<p>Arbitrate: Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Field Rep Notified: Date:</p>



Date: _____

The Hospital and the Union mutually agree to extend the response due date for the following grievance:

For the Union

For the Hospital



Date: _____

The Hospital and the Union mutually agree to hold in abeyance the following grievance:

For the Union

For the Hospital



United Nurses & Allied Professionals

Copley United Nurses & Allied Professionals

Local 5109 Grievance Procedure

-Grievance Form -

Name of Grievant _____

Department _____ Unit _____ Title _____ Shift _____

Statement of Grievance: The Hospital has violated Article(s) _____ and any other applicable article(s)

Corrective Action Sought: To make the Grievant (s) whole in every way

Signature of Grievant and/or Unit Representative _____ Date: _____

Step 1 Submitted to: _____ Date: _____
Answer: _____

Step 2 Submitted to: _____ Date: _____
Answer: _____

Step 3 Submitted to: _____ Date: _____
Answer: _____

Signature of Grievant and/or Unit Representative _____ Date: _____