

UNIVERSITY OF ILLINOIS

Written Grievance Form

(For Civil Service Employees)

Grievant Name: _____ Date: _____

Job Title: _____ Department: _____

Supervisor: _____ Department Head: _____

Office Phone: _____ Home Phone: _____

Note: Except when certain disciplinary action is the issue, an employee must initiate the Complaint Step of the grievance procedures before filing a written grievance. The grievance need not follow any particular format, but shall include a statement of the issues, the specific section(s) of Policy and Rules allegedly violated, sufficient information to clarify the issue(s) of the grievance, and the resolution sought by employee(s). The grievance also should include information about discussions with the supervisor and the unresolved issues. No issue may be raised in the written grievance that has not been discussed in the complaint step of the process, except as identified in Rule 17.01, when the grievance is filed following disciplinary action and the complaint step is omitted.

Summary of grievance:

(Use additional paper, if necessary)

Specific section(s) of Policy and Rules allegedly violated:

Remedy sought:

Signature of Grievant

Date

See back page for filing guidelines.

Grievance Filing Guidelines Summary
See Policy and Rules Policy 17 for complete procedures

The Policy and Rules procedures apply to open range civil service employees. An employee who is a member of a collective bargaining unit should consult the applicable collective bargaining agreement for appropriate procedure, which may or may not include the use of this form.

Definition of Grievance: An alleged violation of a specific section(s) of the Policy and Rules.

Complaint Step

- When informal discussion does not resolve a problem, the employee must bring the complaint to the designated supervisor's attention within twenty-one (21) calendar days of the incident or knowledge of the occurrence giving rise to the complaint. Employee must inform the supervisor that the complaint step of the grievance process is being initiated. Employee may have a representative of employee's choice.
- Within fourteen (14) calendar days, the employee and the supervisor will meet to discuss the complaint in an effort to resolve it.

Grievance Procedure

- Unit Head Step-If within the fourteen (14) calendar day complaint period the supervisor and employee determine the complaint is not resolved, a written grievance may be filed with the head of the employee's unit within seven (7) calendar days from the date of that determination. (If the employee's supervisor is the unit head, the grievance shall be filed with the individual to whom the unit head reports.) If the complaint period expires and the supervisor and employee have not resolved the complaint, any written grievance must be filed within seven (7) calendar days from the end of the fourteen (14) calendar day complaint period.
- The unit head or designee shall provide a written response within fourteen (14) calendar days following the date of the receipt of the grievance.
- If unit head's decision is unacceptable to the grievant or is not timely, the grievant may appeal to the Chancellor in writing within ten (10) calendar days from the date such decision is received or due.
- Appeal to Chancellor Step-The Chancellor or designee shall schedule and conduct a hearing within twenty-one (21) calendar days from the date the office designated by the Chancellor receives the appeal.
- A written response shall be issued to the grievant within fourteen (14) calendar days after the hearing.
- If a hearing is not held, a written response shall be issued to the grievant within thirty (30) calendar days from the date the appeal is received.
- If the Chancellor's level decision is unacceptable to the grievant or is not timely, the grievant may appeal in writing within ten (10) calendar days from the date such decision is received or due. Appeals should be directed to the Director of Human Relations and University Equal Opportunity in the Office of the President.
- University Level Appeal-The Director of Human Relations and University Equal Opportunity or designee will thoroughly review the written record of the grievance and may offer a hearing to the grievant in order to obtain additional information.
- A written response shall be issued to the grievant within fourteen (14) calendar days after the hearing, if a hearing is conducted.
- If a hearing is not held, a written response shall be issued to the grievant within thirty (30) calendar days from the date the Director or the designee receives the appeal.
- If the University Level decision is unacceptable to the grievant, the grievant may file a request for arbitration, unless specifically precluded elsewhere by Policy and Rules, provided it is filed within thirty (30) calendar days after the University Level decision is received. See Policy and Rules Procedure 17.06 regarding request for arbitration.

Please review Policy and Rules Policy 17 in its entirety at

<http://www.uihr.uillinois.edu/policy/rules.html>

or

<http://www.uihr.uillinois.edu/policy/rules/pdf/pr17chap.pdf>

