

SCCDAA

Informal

- Within fifteen (15) days after the bargaining unit member knew or reasonably should have known of the act or omission giving rise to the grievance and before filing a formal written grievance, the grievant shall attempt to resolve the issue by an informal meeting with their immediate supervisor.
- The grievant may pursue the informal procedure through the immediate supervisor's chain of command.
- This informal procedure may be utilized up to and including the second management level above the immediate supervisor. SCCDAA, either on its own or on behalf of the Unit Member, may initiate the formal level at any point in this informal procedure.

Process	Level One	Level Two	Level Three	Level Four-Request for Hearing
Contract Language 2022 – 2025 Article 18	18.4.2 <ul style="list-style-type: none"> • If grievance is not resolved through the informal process within fifteen (15) days after the most recent meeting, a grievance must be presented within five (5) days in writing to Human Resources • If no resolution is reached, the immediate supervisor or designee shall reply in writing within seven (7) days of receiving the grievance. days of receipt of grievance 	18.4.3 <ul style="list-style-type: none"> • If the grievance is not resolved at Level One, the Grievant may, within seven (7) days after receipt of the immediate supervisor's written decision, present the written grievance to Human Resources for presentation to the next level of authority or his/her designee. • The next level of authority or designee shall reply in writing within seven (7) days following the meeting. 	18.4.4 <ul style="list-style-type: none"> • If grievance is not resolved at Level Two, Grievant may, within seven (7) days after receipt of the decision, present the written grievance to Human Resources • Within seven (7) days of receipt of the grievance appeal, a meeting shall take place to discuss the matter • The next level of authority or his/her designee shall reply in writing within seven (7) days following the meeting • Prior to submission of a grievance to arbitration, either party may ask for the services of the State Mediation and Conciliation Service for mediation and recommendation 	18.4.5 <ul style="list-style-type: none"> • If SCCDAA is not satisfied with the decision at Level Three, the Association may submit the matter to the office of Human Resources for Arbitration. • This written request must be made within ten (10) days after the conclusion of Level Three (i.e. after receipt of Level Three response by the College President or designee). • The Association shall request a panel of five (5) arbitrators from the State Mediation and Conciliation Service. • Within ten (10) days from receipt of the panel, a meeting shall be arranged with the parties to the grievance, or their representatives, for the selection of an arbitrator