

GRIEVANCE PROCEDURE LIMITS

STAGE	Your Time Limit to Appeal	Person Who Hears the Appeal	Respondent's Time to Answer
1	10 Working Days <i>(from knowledge of the incident causing grievance)</i>	Immediate Supervisor	*5 Working Days
2	5 Working Days	Dean or Director of Department	*5 Working Days
3	5 Working Days	HRA Employee Relations Staff	10 Working Days
3.5	10 Working Days <i>(Access limited to SM employees)</i>	Committee Review	30 Calendar Days for Committee to Convene
4	10 Working Days	Arbitrator	15 Working Days (if possible)

***For Service Maintenance Employees, 10 days**