

# Grievance Procedure Quick Reference Time Lines for All MOUs/Rep Units

Rep Unit	02	03, 16 & 17	04	05	06	07	08	11	12	15
Common Name	Police/SPOA	Local 39 Miscellaneous	Local 39 Plant Operators	Local 522 Fire	Sierra Building Trades	Local 447 Plumbers & Pipefitters	Painters Traffic Engineering	Western Council of Engineers	Machinists IAMAW	Local 39 General Supervisors
Informal Grievance may be reported to whom? And how many days do they have to respond (if applicable)?	Supervisor	Supervisor	Supervisor 5 Workdays	Supervisor 7 Calendar Days	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor	Supervisor
After occurrence in which grievance is based, when must a Formal Step 1 grievance be filed?	30 Calendar Days	30 Calendar Days	30 Workdays or 5 days after informal decision rendered, whichever is later	30 Calendar Days	60 Calendar Days	30 Calendar Days	30 Calendar Days	30 Calendar Days	30 Calendar Days	30 Calendar Days
How many days does the City have to respond to Step 1 Grievance?	5	5	5	7 Calendar	5	5	5	5	5	5
Ee/Union must file appeal to Step 2 within how many days?	5	5	5	7 Calendar	5	5	5	5	5	5
Hearing for Step 2 held within how many days?	5	5	No hearing required	7 Calendar	5	5	5	5	5	5
How many days does the City have to respond after Step 2 hearing?	5	5	10	14 Calendar	5	5	5	5	5	5
How many days Ee has to appeal to Step 3?	5	5	5	7 Calendar	5	5	5	5	5	5
How many days to hold hearing after Step 3 appeal is made?	10	10	10	14 Calendar	10	10	10	10	10	10
How many days does City have to respond after hearing?	10	10	10	10	10	10	10	10	10	10
Request for arbitration must be submitted how long after receive response in writing?	10	10	10	14 Calendar	10	10	10	10	10	10
Does Grievant have right to appeal to next step if City does not respond?	If fail to respond @ Step 3, City's Step 2 response will go to arbitration.	Yes	Yes	If City fails to respond, advance to Step 3, hearing held w/in 7 Calendar days, if no answer, rule in favor of Union @ Step 3	Yes	Yes	Yes	Yes	Yes	Yes
Cost of Arbitrator & Court Reporter to be paid by Union or City?	Losing Party	Shared equally	Shared equally	Shared equally	Shared equally	Losing Party	Shared equally	Shared equally	Shared equally	Shared equally

**NOTE:**

Days referred to in any of the above statements refer to "Standard Working Day" unless otherwise noted.  
Timelines listed above can be extended by mutual agreement between the City and the Union.