

(a) As used in this subtitle, the following words have the meanings indicated.

(b) "Day" means, EXCEPT AS OTHERWISE PROVIDED, a working day, Monday through Friday, regardless of work schedule, weekend work, or midweek days off.

(c) "Grievance" means any cause of complaint arising between a classified employee and his employer on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation or application of University rules or departmental procedures over which the University management has control. However, if the complaint pertains to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing, it is not a grievable issue.

13-1A-03.

(a) IF, FOLLOWING INFORMAL DISCUSSION WITH THE SUPERVISOR, A DISPUTE REMAINS UNRESOLVED, THE GRIEVANCE PROCEDURE IS AVAILABLE. There are [five] THREE steps in the grievance procedure.

(b) (1) Step One. Step one is the initiation of a complaint. Grievances shall be initiated within 30 CALENDAR days of the action involved, or within 30 CALENDAR days of the employee having reasonable knowledge of the act, unless these time limits are further delimited as stated in § 13-1A-05. Appeals within the grievance procedure shall be timed from receipt of the written opinion of management or from when such opinion is due, whichever comes first. An aggrieved employee or [his] THE EMPLOYEE'S designated representative may [either:

(i) Present his grievance orally to his designated supervisor for the purpose of informal discussion. If the grievance is unresolved after 3 days, the employee may appeal to step two. The appeal shall be in writing and shall be filed within 3 days; or

(ii) Present his] PRESENT THE grievance in writing to [his designated supervisor] THE DEPARTMENT HEAD OR CHAIRMAN OR DESIGNEE for formal consideration. If the grievance is presented to the [designated supervisor] DEPARTMENT HEAD OR CHAIRMAN OR DESIGNEE, within 5 days after the receipt of the written grievance [he shall hold] a conference SHALL BE HELD with the aggrieved or [his] THE EMPLOYEE'S designated representative and within 5 days after the conclusion of the conference [render his] A decision SHALL BE RENDERED in writing to the aggrieved or [his] THE EMPLOYEE'S designated representative. If the aggrieved employee is not satisfied with the decision rendered at this step, [he or his] THE EMPLOYEE OR THE EMPLOYEE'S designated representative may appeal in writing to step two within 5 days.