

GRIEVANCE FLOW CHART

(Refer to Article VI on pages 20-25 of the negotiated agreement for detailed information on the grievance procedure.)

Has there been a violation of the negotiated agreement?

No.

You do not have grounds to file a grievance. You may be able to file a complaint instead. Contact your UniServ Director for assistance.

Yes.

Locate the portion of the contract that has been violated. Has it been more than ten (10) contract days since the violation took place?

No.

Contact your UniServ director for assistance. Arrange a meeting with the offending party to attempt to resolve the issue and prevent a grievance. Was the issue resolved?

Yes.

The contractual timeline has expired. You cannot file a grievance.

No.

Contact your UniServ director for assistance. Complete the paperwork necessary to file a grievance.

Yes.

The issue is resolved.



When you need assistance, NEA-Shawnee Mission leadership, staff, and colleagues are available to lend a hand. Call us at 913.268.4005.