

URI PART-TIME FACULTY UNITED (PTFU)

GRIEVANCE PROCEDURE TIME FRAME*

FILING OF GRIEVANCE / WITHIN 15 WORKING DAYS OF THE OCCURRENCE

If applicable, a grievance shall be presented by the aggrieved to his/her supervisor (Department Chair) **within fifteen (15) working days**, exclusive of Saturdays, Sundays, holidays, and when classes are cancelled due to emergency conditions, **after the employee knew or “should have known” of the act**, event, and/or commencement of the condition which is the basis of the grievance. A copy of all grievances filed will be furnished to the PTFU at the time of the filing.

STEP 1 – MEETING WITH IMMEDIATE SUPERVISOR

Meeting with Department Chair **within 15 working days** after filing the grievance. The Department Chair shall render his/her written decision **within 10 (ten) working days** after the close of the meeting. If no hearing is scheduled by the Department Chair within fifteen (15) working days of receipt of the grievance, the grievant shall forward his/her grievance to the next level.

STEP 2 – DEAN LEVEL

If grievance is not resolved in Step I, it shall be submitted **within five (5) working days** to the Dean’s office. The Dean shall grant a hearing **within ten (10) working days** of the receipt of the written grievance. **Within five (5) working days of the hearing**, the grievant or the PTFU may present to the Dean a written summary of the grievance arguments as part of the grievance record. A written decision including reasons shall be rendered **within seven (7) working days** of the conclusion of the hearing, or of receipt of such written statement.

STEP 3 – PRESIDENTIAL LEVEL

If grievance is not resolved in Step 2, it shall be submitted **within five (5) working days** of the Dean’s decision to the President who shall grant an informal hearing to the aggrieved **within ten (10) working days** of the receipt of the grievance. The President shall render a written decision **within ten (10) working days** of the conclusion of the hearing.

STEP 4 -- COMMISSIONER’S LEVEL

If the grievance is not resolved in Step 3, it shall be submitted **within five (5) working days** of the President’s decision to the Commissioner of Higher Education, who shall grant a hearing **within ten (10) working days** of receipt of the grievance. The Commissioner shall render a **written decision within ten (10) working days** of the conclusion of the hearing.

ARBITRATION

If not resolved at the Commissioner’s level, the grievance may be submitted to **arbitration within thirty (30) calendar days** after the Commissioner’s decision. Final decision to go to arbitration is made by PTFU Executive Committee.

***NOTE:** This document is intended to **highlight the time frame** within which the Grievance process moves forward. Article XIII, Grievance and Arbitration, needs to be read in full for a complete description of the provisions in the Grievance and Arbitration article of the URI/BOG & URI PTFU Agreement.