**General Information:**

1. Grievance shall be kept confidential (p.29 #1)
2. Except in the pre-grievance section, all business is conducted in writing and given to HR and the Union (p. 29 # 3)
3. The President and HR Director must receive copies of all grievances filed. (p.30 #7)
4. If the grievance process is exhausted, and the grievant is unsatisfied, they may sue (p.30 #13)
5. The party who does fails to the follow the timeline shall automatically lose the grievance, unless agreement has been made to modify the timeline. (p. 31 #19)

**Pre-Grievance (informal step)**

1. Giving notice to the administrator of an issue to be resolved.
2. Admin must schedule meeting within three business days of notification.
3. If the administrator does not agree to the remedy (ies), they must notify the grievant/union (Roberts) in writing.
4. If this step is not successful, the grievant(s) shall file on step 1 within 5 days.

**Step 1: Immediate Supervisor**

1. Within 5 days of receiving the notification of no resolution, the grievance is filed on the appropriate paperwork
2. Meeting held between AFT Rep/Grievant and Administrator within 5 business days
3. The administrator has 5 business days to respond in writing. Must be given to AFT President (Roberts) and HR Director (Gordon) and Labor Relations (Overton)

**Step 2: Human Resources**

1. Union President/Grievant may file the paperwork within 10 days after receiving Admin response
2. HR (Gordon) or Labor Relations (Overton) will rule on the grievance within ten days of receipt, in writing to KCFT&SRP and the Administrator
3. If the ruling is not in the favor of the grievant they may move to step 3

**Step 3: Mediation**

1. Within 10 days either party may request federal mediation. If neither party does within ten days, the grievant may waive step three and move to step four.

**Step 4: Hearing Officer**

1. Within ten days of waiving or negative result from step 3, the grievance can be filed with Chief Legal Counsel (Thornton) and HR (Gordon). Hearing Officer is appointed
2. Within 14 days of receiving the appeal, a hearing is held with the grievant, AFT President, Administrator.
3. Both sides may have lawyers present at this step.
4. Within 10 days of the hearing, a decision is submitted in writing to Grievant, AFT President (Roberts), KCPS Chief Legal Counsel (Thornton), Director of HR (Gordon)

**Step 5: Superintendent**

1. Within 20 days of receiving hearing office response, either party may appeal to step 5
2. Within 15 days of receipt, The Superintendent shall consult with AFT President (Roberts) and Administrator and issue a decision within 10 days of meeting

**Step 6: Arbitration**

1. Only can be used for nonpayment of service, class action grievance
2. Within 10 days, either side may file for arbitration
   1. Both parties either agree to arbitrator OR apply to Federal Mediation services for a panel of 7 arbitrators
3. No new information may be provided during arbitration by either party
4. The decision of the arbitrator shall be binding and enforceable in the Circuit Court of Jackson County
5. The Union and the Administrator shall bear the full cost of their individual representation
6. The cost of the arbitrator shall be mutually shared