



Grievance Procedure

Presented by:
WTU Field Services Specialist Team

What is a Grievance?

A grievance is a complaint involving a work situation or a complaint that there has been a deviation from, misinterpretation of, or misapplication of a practice or policy; or a complaint that there has been a violation, misinterpretation, or misapplication of any provision of the Collective Bargaining Agreement.



The Guiding Principle of Grievances

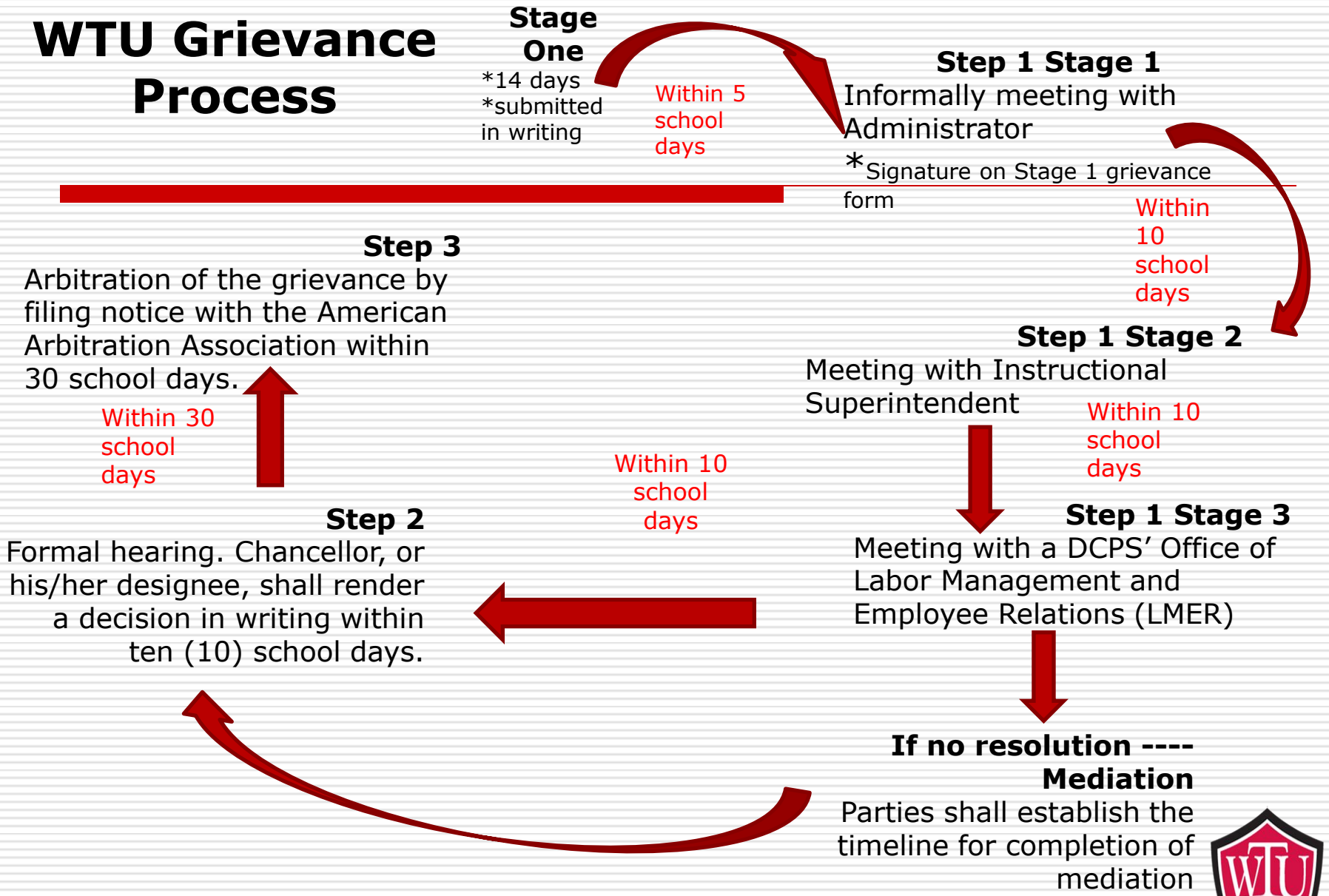
Reasonable efforts should be made to resolve disputes by mutual agreement.

Reasonable efforts should be made to resolve grievances at the lowest level possible.

Parties should utilize SCAC and LSAT to resolve disputes.



WTU Grievance Process



How to Handle a Grievance*

Interview the Complainant

Gather all the relevant information about the complaint

Decide if the complaint is a grievance

Informal Conference with the Principal

Step I- Stage 1 of the Grievance Procedure

Execute Step I- Stage 1: Grievance Form

**Executed by the Building Representative with guidance from the assigned Field Representative*



Interview the Complainant

- Listen to the facts
- Let them tell their entire story
- Ask the complainant “What action do you believe the Union should take?”



Gather all the relevant information about the complaint:

- Have the complainant complete and sign the grievance form as the initial working document
- Prepare a list of possible witnesses
- Prepare any relevant documents or emails



Decide if the complaint is a grievance

- You must determine whether the Collective Bargaining Agreement, DCPS policy, rules or regulation has been violated
- Or, if the complainant simply believes that an administrator's actions are unfair
- If determined as a legitimate complaint, complete the WTU Grievance form **BEFORE** the informal conference with the principal and/or his designee



WTU Step I Grievance Form

Name _____ Position/Title: _____

School/Program: _____

If known, indicate the specific contract provision(s) believed to have been violated, misapplied or misinterpreted: _____

Describe how you believe the contract was violated, by providing a detailed account (attach extra sheets if necessary): _____

State the remedy or relief requested: _____

Persons Present: _____

I agree to provide the requested relief: _____
I disagree and will not provide the requested relief: _____ <i>(Supervisor, please initial appropriate line)</i>

Signature of Grievant _____

Signature of Supervisor _____

Date: _____



Step I-Stage 1 of the Grievance Procedure

- Discuss your position with the complainant
- Review the information listed here with the grievant
- During the conference, attempt to resolve the differences
- Avoid emotionally charged terms—they can damage cooperation



Informal Conference with the Principal

When to have an informal conference:

- Administrator's actions are unfair
- Administrator's actions violate the provisions of the Collective Bargaining Agreement, DCPS rules, policies or regulations.



Execute Step I-Stage 1: Grievance Form

- If the matter in dispute is not settled:
 - Complete Step I-Stage 1 Grievance Form **before the meeting**
 - Have the administrator sign the form
- If the administrator does NOT sign the form or disagrees:
 - The grievance automatically moves to Step I-Stage 2
 - **Fax, email or scan** a copy of the completed form to your WTU Field Service Specialist
 - Fax number: (202) 517-0673



Helpful Hints

- State the specific problem simply and succinctly
- Present the facts: Who, What, When, Where, and Why
- Cite your authority: WTU Contract; Board Rules; Past practice
- Defend the adjustment you seek



Five Don'ts

1. DON'T give up
2. DON'T let the principal/designee sidetrack you
3. DON'T lose your temper
4. DON'T let the Principal break your unity with the complainant
5. DON'T let the Principal stall



Five Do-s

1. Document action/keep your rep informed
2. Document action/keep your rep informed
3. Document action/keep your rep informed
4. Document action/keep your rep informed
5. Document action/keep your rep informed



Questions & Comments?

