

RFT GRIEVANCE TIMELINES

Contract Grievance Issues

Grievant Name _____

Work Location/ Program _____ Supervisor _____

Date of Alleged Incident and/or Awareness of Issue _____

INFORMAL CONFERENCE WITH SUPERVISOR Date _____

STEP ONE:

Grievance Filing (Form I)
(15 Day filing limit) Date _____

Supervisor Response (Form II)
(10 Days form Form I receipt) Date _____

Timelines Mutually Extended to Date _____

STEP TWO:

Grievant Appeal (Form III)
(5 Days of receipt of Form II response) Date _____

Designee Conference
(15 Days after receipt of Form III and 5
Days notice)
(Extend 10 Days: Discrimination Review) Date _____

Designee Response
(10 Days after conference) Date _____

Timelines Mutually Extended to Date _____

STEP THREE:

Grievance Submitted to American
Arbitration Association
(10 Days of receipt of STEP II response) Date _____

Note: Days are defined as the "Aggrieved Employee's scheduled work days."

RENTON TECHNICAL COLLEGE

RFT GRIEVANCE FORM I

ALLEGED COLLEGE POLICY, RULE OR REGULATION VIOLATION

This form is to be completed by the grievant and used in conjunction with Renton Technical College / Renton Federation of Teachers grievance procedure (Step One).

Name _____

Assignment _____

1. Nature of the grievance (should refer to the specific college policy, rule or regulation that has been alleged to have been violated):

2. Resolution desired by grievant:

Grievant signature

Date

Form presented to:

Supervisor signature

Date

Copies to: Aggrieved
Supervisor
Human Resources
RFT

RENTON TECHNICAL COLLEGE

RFT GRIEVANCE FORM II

ALLEGED COLLEGE POLICY, RULE OR REGULATION VIOLATION

This form is to be completed by the immediate supervisor identified in Grievance Form I who has the immediate responsibility for resolution of the grievance.

Name _____

Assignment _____

Supervisor _____

Position _____

1. Nature of the grievance as seen by the supervisor (should refer to the specific college policy, rule, or regulation alleged to have been violated):

2. Action taken to resolve grievance:

3. Disposition or recommendations:

Reporting supervisor signature

Date

Received by:

Grievant signature

Date

Copies to: Aggrieved
Supervisor
Human Resources
RFT

RENTON TECHNICAL COLLEGE

RFT GRIEVANCE FORM III

ALLEGED COLLEGE POLICY, RULE OR REGULATION VIOLATION

This form is to be filled out by the grievant and used in conjunction with Renton Technical College/Renton Federation of Teachers grievance procedure (Step Two – Office of the President level).

I am not satisfied with the disposition of the grievance disposition at Step One and wish to refer it to the Office of the President for resolution (Step Two).

Grievant Signature

Date

Grievant position

Received by the Office of the President:

Signature

Date

Copies to: Aggrieved
Supervisor
Human Resources
RFT