

Local 399 Grievance Process Cheatsheet

Before accepting grievance information, remind the member that their chain of command must be exhausted in an attempt to remedy their situation.

Timelines:

- Member filing grievance:
 - File report with details associated with possible grievance to shift steward **within 15 calendar days** of when the member knew or should have known of the occurrence that led to the grievance.
 - Grievance committee has **15 days to review** the information and make a determination of the validity of the grievance.\
 - Within **7 days of the expiration of the 15 day review period**, the grievance should be presented in writing to the Fire Chief's office.
 - If within **7 days**, the grievance is not settled with the Fire Chief, the grievance should be submitted to the City Manager's office within the **7 days** following.
 - If within **7 days of receipt**, the grievance is not settled, the union will have **7 days** to submit a written request to the City Manager to have the grievance submitted to arbitration.

Reminders:

- As soon as possible, notify the President and/or Vice President of any pending grievance.
- Use the "grievance information form" for the information gathering process and the "grievance form" as the official grievance document submitted.
- Stress importance of the aggrieved member to provide specific remedies or corrective actions they wish to gain from the grievance.
- This a quick sheet to reference for specific dates and high points. All detailed information pertaining to the grievance process can be found in our CBA on pages 21-25.

