

# DISTRICT COUNCIL 33 GRIEVANCE PROCEDURE

## TIME FRAME

### Union

20 days to be filed  
in writing

### City

14 days to respond  
in writing

### STEP 1

Employee/Grievant  
Steward

### Union

14 days to file  
in writing

### City

14 days to respond  
in writing

### STEP 2

Grievant  
Union Representative Deputy  
Division Head

### Union

14 days to file  
in writing

### City

14 days to respond  
in writing

### STEP 3

Grievant  
Union Representative  
Department Head/Commissioner

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### Union

20 days to file  
in writing

### City

10 days to schedule  
meeting

### STEP IV

Grievant  
Union Representative  
Personnel Director

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### Union

10 days to file in  
Writing

### City

15 days to attempt to  
mediate the grievance

### STEP V

Grievant  
6 member panel  
(3 members appointed  
by union: 3 members by city)

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### Union

DC 33 may request arbitration of the  
Grievance if unresolved in 165 days and  
Through Step IV or V. DC 33 may request  
Within 5 days of Step IV answer or Step V answer.

### STEP VI

Binding Grievance  
Arbitration

Final step of  
grievance  
procedure  
ends at  
binding  
grievance  
arbitration.