

9.1 DEFINITIONS

Day - A “day” (for the purposes of this “Grievance” Article) is any day on which the central administrative office of the District is regularly open for business.

Grievance - A formal written allegation by a grievant that the grievant has been adversely affected by a violation, misinterpretation, or misapplication of a specific article, section, or provision of this Agreement. “Grievance”, as defined in this Agreement, shall be brought only through this procedure. Actions to challenge or change the policies of the District as set forth in law, policies, rules and regulations, or administrative regulations and procedures not contained within this Agreement, must be undertaken under the separate process determined by present existing policies.

Grievant - A grievant is:

- a. A faculty member who, at the time of filing, is a member of the bargaining unit;
- b. A probationary faculty member who was a member of the bargaining unit during the preceding semester and who has not been recommended for tenure (see 9.3.1);
- c. An officer of the association who has been authorized to file the grievance on behalf of the association by its executive board; or
- d. An officer of the association who has been authorized by an individual faculty member to file the grievance on behalf of the employee.

Supervising Administrator – The supervising administrator is the first (1st) District-designated administrator not within the same bargaining unit who has immediate jurisdiction over the grievant.

File a Grievance - To deliver either personally or by certified mail, return receipt requested, to the office of the immediate supervisor or the appropriate manager within the time limits as provided.