



Utility Workers Union of America, Local 132

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6.8 – Non-Disciplinary Grievance Procedure

Step 1: Grievance Procedure

(A) **Union Investigation:** The Union will make a careful investigation of the grievance before it is reduced to the formality of a written complaint in order to ascertain that the grievance complaint is justified under the terms of this Agreement and that there is reasonable ground to believe that the claim is true in fact. For this purpose, one officer **or Shop Steward selected by the Union** shall be allowed a reasonable length of time with pay to complete the investigation after having notified and received permission for such from the Regional Manager or his or her designated representative. It is mutually agreed that the normal procedure shall be for the local Union representative to discuss any pending grievance with the appropriate local management representative before formally presenting it except that grievances involving potential pay adjustments shall be based upon the date of filing of the grievance in Step 1.

The grievance complaint shall set forth all the facts necessary to understanding of the issues involved, and it shall be free from charges or language not germane to the real issue or conducive to subsequent calm deliberations. **In cases where the written grievance is vague or lacks sufficient information for the Company to perform a meaningful investigation, the Company may, within two business days following its receipt of the grievance, request additional details related to the grievance from the Union (i.e. set forth all the fact necessary to understand the issues involved). The Union shall have two business days to respond to any such request. A request for additional information shall not impact the timeliness of the grievance; however, in the event of such a request, the Company's response to the grievance shall be provided no later than ten days from its receipt of the additional information from the Union. These time limits may only be extended by**

mutual agreement. The grievance complaint shall also include the date and name of the management representative that the local Union representative discussed the grievance issue with. So far as possible, the Union and the Company shall avoid publicizing any grievance or complaint founded thereon prior to the final determination of the issue, other than as a matter of internal communication.

(B) **Filing of the Grievance:** Grievances which are appealed to Step 1 in timely fashion electronically submitted to the Company and approved by the Union, signed and dated by the aggrieved and his or her Union representative, and filed with the local management representative delegated to receive such local grievances on behalf of the Company. The Union will be advised of the appointment of local management representatives. In the event that doubt exists as to the identity of such local management representative, the grievance complaint may be addressed to "Appropriate Local Management Representative, c/o Director, Labor Relations." Such grievances will be forwarded immediately to the Company representative to whom authority for handling the grievance has been delegated.

(C) **Company Investigation and Response:** The local management representative will commence a prompt investigation of the facts and will reach a conclusion at the earliest date consistent with the nature of the investigation and with the normal conduct of necessary business. Upon reaching such conclusion, but in any event, within ten working days of the receipt of the grievance, the local management representative will reply in writing, stating the Company's position on the issues raised in the complaint.

(D) **Meeting with Management:** If the Union wishes to discuss the grievance further with the local management representative, the Union will, within ten working days after receipt of the statement of the Company's position, so notify the local management representative, who will arrange to hold a local grievance meeting within the ten working days following such request. Attendance at such meeting shall normally be limited to the employee or employees whose grievance is under discussion, two representatives of management, including a manager or department manager responsible for the area or department in which the grievance was filed, and two representatives of the Union. Discussion shall be limited to the issues raised in the grievance complaint. An earnest effort shall be made to arrive at and state a decision in this meeting; however, oral agreements, reached in the local grievance meeting, shall be regarded as purely tentative and without force until confirmed in writing.

Local grievance meetings may be scheduled during regular business hours if consistent with the normal conduct of business, provided that total Union attendance at the meeting does not exceed four persons. Under no circumstances will Company pay be sustained for more than three employees in attendance for the Union at such local grievance meetings.

(E) Local Resolution: The Union and the Company will aim for a local resolution of the grievance(s). Both parties will make sincere efforts to achieve this objective. Within ten working days following the conclusion of the local grievance meeting, the Company will provide the Union a brief written statement of the decision reached.

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