LOCAL 1857 KING COUNTY LIBRARY SYSTEM
Grievance Policy

6.2 Definition: A grievance shall be defined as a claim or dispute by an employee or the Union on behalf of an employee or group of employees with respect to a violation of the express provisions of this agreement.

Responsibilities of Bargaining Unit Employees Filing a Grievance

The grievance must be presented in writing to the employee's direct supervisor within ten working days of the incident.

- The processing of grievances must be done within short mandatory time frames; therefore, when a bargaining unit employee desires that the Union file a grievance, the employee will immediately contact the appropriate Steward. If a Steward is not available, the employee should contact the Chief Steward who will appoint a Steward to represent the member.
- The bargaining unit employee will provide to the Steward, in a timely manner, access to all information the Union deems pertinent, and otherwise fully cooperate in the grievance investigation and processing.
- After investigation, should the Steward determine that the grievance does not have merit, the Steward will so advise the employee. The employee may seek review of the decision through the Union Grievance Committee. In such cases, it is the employee's responsibility to contact the Chief Steward within the timeframe required by the grievance procedure.

Responsibilities of Grievants

- The grievant will provide to the representative designated by the local union, in a timely manner, access to all information the Union deems pertinent, and otherwise fully cooperate in the grievance investigation and processing.
- Upon receipt of any grievance decision, the grievant will immediately notify the Steward his or her desire to further pursue the grievance.
- If necessary, the grievant will participate in all steps of the grievance procedure, including a fair consideration of all resolution options. It is understood the grievant cannot unilaterally settle or attempt to settle a pending grievance, nor take any action that would adversely affect successful processing of the grievance.

Responsibilities of Stewards

Local 1857 supports and encourages the Steward system, which includes a process for selection, oversight, ongoing education and mentoring. The Steward is the primary representative of employees in grievance matters.

- The designated Steward will make his/her self reasonably available to employees to assist in the processing and resolution of grievances. The Steward will respect the confidentiality/privacy of the grievance issues throughout the process.
- The Steward will conduct a fair and timely investigation and assessment, and will advise the employee on the merits of the grievance and the Union's procedures for filing a grievance.
- After investigation, if the Steward determines that the grievance does not have merit, the Steward will advise the employee of the decision and of the right to seek review by the Grievance Committee.
- If the employee decides to request a review by the local Grievance Committee, the Steward will process the grievance to the extent necessary to preserve the grievance, and will represent the employee until such time as the local Grievance Committee has met and determined whether or not to support continued processing of the grievance. Most often, this will involve filing the grievance and requesting a waiver of the ten day meeting requirement.
- The Steward will participate in the Grievance Committee process, including presenting to the committee any grievance requests, filed grievances and the facts, issues of the grievance.
- If the Steward or Grievance Committee decides that the grievance has merit, the Steward will file and process the grievance through step one.
- The Steward will provide on-going assistance, including forwarding all notes, files and relevant documents regarding the grievance, to the staff representative, if required.

Responsibilities of Grievance Committee

The Grievance Committee shall consist of the Chief Steward as chair and two shop Stewards appointed by the Union executive board. The Grievance Committee members shall be appointed at the May Executive Board meeting and serve a one year term beginning June 1st.

- The Grievance Committee is responsible for processing of grievances.
- Decisions of the Grievance Committee may be appealed to Council 2.
- The Grievance Committee members will respect the confidentiality/privacy of the grievance issues throughout the process.

- The Grievance Committee will review and make a determination on all requests for processing grievances.
- The Grievance Committee will inform the grievant, Steward and staff representative of the intent to continue processing of a grievance.
- The Grievance Committee will consider recommendations from Stewards and Council Staff Representative.
- The Grievance Committee will advise the grievant, Steward and staff representative of the determination on grievance processing. The grievant will receive written notification of the committee's decision with the appeal process, if necessary.
- The Grievance Committee will maintain a written record of the decision on each request.

Responsibilities of Council 2 Staff Representative

- Once a staff representative assumes responsibility for a grievance (normally at step 3 of the grievance procedure), the staff representative becomes the grievant's primary representative.
- Staff representatives will be responsible for representation of all grievances at the arbitration level of the grievance procedure, with the assistance of the Steward when needed.
- Staff representatives will report monthly to the Grievance Committee.
- Staff representatives will be accessible to Stewards and Grievance Committee for advice and assistance regarding the processing of grievances.

Request for Review of Committee's Previous Decision

- Should new or previously undisclosed information becomes evident that may affect a Grievance Committee's previous decision, the Steward, the staff representative, the Grievance Committee chair or the affected employee may request further review by the Grievance Committee.
- On behalf of the Grievance Committee, the staff representative will notify the grievant in writing of the results of this review including any change in the committee's previous decision.

Policy on Privileged Confidential Communication

It is the position of the King County Library System, local 1857 that a communication, whether oral, signed (for hearing impaired), or written, between a member and his/her s union representative(s) which is intended to be private and confidential regarding a representational matter is a privileged communication which may not be disclosed to third person (i.e. nonrepresentatives).