## **APM 140 Grievance Process**

## **Step I – Informal Grievance Resolution** Efforts to resolve grievance informally (e.g., discussion, mediation, etc.).\* If efforts are unsuccessful, file Step II grievance. **Step II – Formal Grievance Review Grievances Based on Sexual Harassment or Discrimination** Written grievance timely sent to Grievance Liaison **Based on a Protected Class** Grievance incomplete; more Grievance Grievance • Grievance Liaison sends grievance to Office for information requested dismissed accepted Prevention of Harassment and Discrimination (OPHD) for review STEP II REVIEW PLACED IN ABEYANCE DURING Insufficient More information or no more **OPHD REVIEW** information completes received grievance OPHD provides report of its review or investigation to Grievance Liaison Grievance sent to Step II reviewer Grievance Grievance **GRIEVANCE LIAISON REINSTATES** accepted dismissed **STEP II REVIEW PROCESS Implement** remedy **Step III Formal Grievance Appeal** Grievant may appeal in writing to Step III Step III A Step III B Eligible cases: Grievance Liaison Most cases: Grievance Liaison sends grievance determines whether grievance is eligible for hearing consideration. and response to If so, hearing officer selection Chancellor for final

\*Informal resolution efforts **do not extend deadline** for filing a grievance unless written request for extension is sent to the grievance liaison before the deadline.

process and hearing go forward

review