

**CSEA/SEIU Local 2001 P-4 Council**  
**Steward Grievance/Reclassification Appeal Procedure Protocol**

Member has a Contractual Grievance:

1. Brings issue to Chapter President; who forwards to Steward.
2. Or brings issue to Steward.
3. Steward interviews Member and completes Intake form.
  - a. Determines no Contract violation; reviews with Member.
  - b. Determines Contract violation; reviews with Lead Steward.
4. Lead Steward reviews issue.
  - a. Determines Contract violation; Steward files a Grievance.
  - b. Determines No Contract violation:
    - I. Steward meets with Member; explain reason.
    - II. If Member insists on Grievance; Member may appeal to Lead Steward, who brings issue to Chief Steward and or Staff Representative
    - III. If warranted; brings issue to Labor-Management Committee.

Grievance filing procedure

1. Steward completes Intake Form.
2. Steward completes Grievance Form from Data Base.
3. Steward has Grievance Form stamped in at Human Relations office.
4. Scan "Agency stamped" Grievance Form into Date Base.

Member has Fact Finder or Work Place Violation Investigation:

1. Brings issue to Steward who completes Intake form.
2. Reviews issue with Lead Steward.
3. Lead Steward advises Chief Steward and/or Staff Representative.
  - a. Investigation handled by Steward, Lead Steward or Staff Rep.
  - b. Loudermill handled by Steward, Lead Steward or Staff Rep.

Member has Reclassification Appeal issue:

1. Brings issue to Steward who completes Intake form.
2. Steward helps Member complete: Duties Questionnaire.
3. Steward reviews with Lead Steward.
4. Lead Steward reviews issue:
  - a. Determines invalid; has Steward met with Member.
  - b. Determines valid; has Steward proceed.