Summary of
GRIEVANCE PROCEDURE

(See MOU's for specific details and requirements)

STEPS	EVENT	PARTY	TIME LIMITS
INITIAL STEP	EMPLOYEE INFORMALLY FILES GRIEVANCE WITH SUPERVISOR (discussion)	GRIEVANT	IBEW: Within 14 calendar days- LD: Within 28 calendar days- SEIU: Within 28 working days- - from event
1 - R	Supervisor's verbal response	IMMEDIATE SUPERVISOR	IBEW/LD: Within 14 calendar days- SEIU: Within 6 working days- - from employee's initial presentation of grievance
STEP 1	EMPLOYEE INITIATES FORMAL GRIEVANCE (written)	GRIEVANT	IBEW/LD: Within 14 calendar days- SEIU: Within 6 working days- - from supervisor's response
1 - R	First level of review response	DIVISION MANAGEMENT	IBEW/LD: Within 21 calendar days- SEIU: Within 12 working days- - from date written grievance is filed with Labor Relations Office
STEP 2	EMPLOYEE APPEALS GRIEVANCE (written)	GRIEVANT	IBEW/LD: Within 14 calendar days- SEIU: Within 7 working days- - from first level of review response
2 - R	Second level of review response	SYSTEM MANAGEMENT	IBEW/LD: Meet within 21 calendar days- Respond within 28 calendar days SEIU: Meet within 12 working days- Respond within 20 working days- - from the date grievance appeal is filed with Labor Relations Office
STEP 3	EMPLOYEE APPEALS GRIEVANCE (written)	GRIEVANT	IBEW/LD: Within 14 calendar days- SEIU: Within 7 working days- - from the second level of review response
3- R	Third level of review response	GENERAL MANAGER	IBEW/LD: Within 21 calendar days- SEIU: Within 10 working days- - from the date arguments are submitted
STEP 4	a. UNION APPEALS GRIEVANCE (written) OR b. EMPLOYEE APPEALS GRIEVANCE (written)	a. UNION OR b. EMPLOYEE	IBEW/LD: Within 21 calendar days- SEIU: Within 14 working days- OR IBEW/LD: Within 7 calendar days- SEIU: Within 6 working days- - from the General Manager's response
4- R	a. ARBITRATION (advisory) OR b. DWP COMMISSION	a. ARBITRATOR OR b. DWP COMMISSION	IBEW/LD/SEIU: Response due as agreed to in arbitration- OR IBEW/LD: Within 35 calendar days- SEIU: Within 20 working days- - from the date arguments are submitted