The Steps of Your Appeal in the Grievance Committee Process

Grievance Committee Hearing Scheduled

Mediation

- Mediation is a process to help parties reach a mutually acceptable agreement to resolve the appeal.
- You may have a maximum of three representatives in the conference, including yourself and legal counsel.

During mediation, the time frames for adding additional documents to the record, submitting requests for subpoenas and exchanging witness lists with the other party continue to run.

No Agreement

Agreement

End of Administrative Appeal

Grievance Committee Hearing Held

- You may have a maximum of three representatives in the hearing, including yourself and legal counsel.
- You must submit witness and representative lists to the Grievance Committee During the Opening Statement.
- You may have witnesses.
- You may cross examine the other party's witnesses.
- You may present documents to support your case.

Grievance Committee Issues Final Decision

- The decision must be issued in writing to each party within 20 calendar days after the hearing.

End of Administrative Appeal

Failure by the covered employee or the employee's representative to attend a conference without reasonable justification constitutes a waiver of the employee's right to pursue the appeal further.