

**KUNA LOCAL 5132 GRIEVANCE FORM
PURSUANT TO ARTICLE 41**

This form shall be used for all KUNA Union grievances. *Additional sheets may be attached to this form if there is need for more space than provided. All such attachments must be dated, signed, and identify the specific step to which each attachment applies.*

**Grievance Filed at STEP ONE
(NurseManager)**

Grievant's Name (Please Print): _____

Job Title: _____

Unit _____

Shift _____

Cell Phone: _____

Home Phone _____

Work e-mail _____

Clinical Representative

The following violation occurred on or about ____/____/____.

Grievance must be submitted within five (5) days of the date of the incident or discovery of incident, or the date that the employee knew of the occurrence.

Violation of KUNA MOA: ARTICLE(s) /Hospital or Unit Policy
SECTION(s) or any that may apply:

Grievance:

Remedy Sought:

Grievant's Signature: _____

KUNA Steward/Representative's Name : _____

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Response to STEP ONE from Nurse

Manager Investigation conducted? Yes date: ___/___/___ No

Meeting with grievant held? Yes date: ___/___/___ No

Nurse Manager Name: _____

Nurse Manager Written Response (attached) Yes _____ No

Nurse Manager response must be received by grievant within seven (5) days of meeting with the grievant

Date response provided to grievant: ___/___/___

Grievance Moved to STEP TWO - Department Director

If Step 1 is not settled to employee's satisfaction, the employee may within five (5) days, appeal the grievance in writing to the Department Director.

Filed on ___/___/___ Grievant's Initials _____

Received by: _____ Date Filed: _____ Time: _____

Method Filed (Check one): In person _____ Email _____ Date: _____ Time: _____

Response to STEP TWO from Department Director Investigation conducted?

Additional investigation conducted? Yes date: ___/___/___ No

Meeting with grievant held? Yes date: ___/___/___ No

Department Director Name: _____

Department Director's Written Response (attach)

The Department Head shall respond to the grievance in writing within five (5) days after receipt of the appeal.

Date response provided to grievant: _____

If the grievance is not settled to the employee's satisfaction, the employee may, within five (5) days after receiving the answer in step 2 above, appeal the grievance in writing to the Director of Labor Relations or his/her Designee stating the reason for the appeal.

Grievance moved to STEP THREE – Appeal to Director of Labor Relations/Designee

Filed On: ___/___/___ Grievant's initials: _____

Received by: _____ Date Filed: ___/___/___ Time: _____

Method Filed (Check one): In person: _____ Email: _____ Date: ___/___/___ Time: _____

The investigation of step 3 shall be concluded within ten (10) days after filing; the Director of Labor Relations/Designee shall render a written decision within five (5) days after the conclusion of the investigation

Additional Investigation conducted? Yes _____ Date: ___/___/___ No

Meeting with grievant held? Yes _____ Date: ___/___/___ No

Director of Labor Relations/ Designee _____ Name: _____

Director of Labor Relations/Designee's written response (attach) _____

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Grievance moved to STEP FOUR

A Grievance not resolved in Steps 1,2, or 3 may be appealed in writing by the employee within five (5) days after receipt of the written decision from the Director of Labor Relations/Designee to a pre-arbitration settlement conference consisting of up to three representatives of the hospital and three representatives of the Association, one of which is to include a VP in nursing, and an elected KUNA officer.

Filed On: ____/____/____ Grievant's initials: _____ - -
Received by: _____ Date Filed: ____/____/____ Time: _____ - -
Method Filed (Check one): In person: _____ Email: _____ Date: ____/____/____ Time: _____

The party filing the appeal to the pre-arbitration conference step shall schedule the pre-arbitration conference. The participants at the pre-arbitration conference are permitted to ask questions and gather additional information, as needed, in order to assist in the resolution of the grievance, but it is understood the conference is intended to be a settlement conference. The parties have a maximum of 20 days after pre-arbitration conference to resolve the grievance. If the parties are unable to reach a resolution of the grievance by the end of 20 days following the pre-arbitration conference, the parties must state in writing the settlement conference was unsuccessful.

Response to STEP FOUR from the Committee

The party (parties) will be notified in writing of the decision of the Pre-Arbitration Conference within five (5) days following the close of the pre-arbitration conference.

The decisions of the Pre-Arbitration committee shall be final and binding on the party (parties) involved unless the Committee is "deadlocked".

If the Committee is "deadlocked", the grievant may appeal in writing within five (5) days of receipt of the decision.

The grievance will then proceed to an impartial arbitrator selected in accordance with the procedures outlined in Article 42 of the Memorandum of Agreement between the University of Kansas Hospital Authority and the Kansas University Nurses' Association.