

UCF-UFF Grievance Protocols

August 2015 – Present

Dan Murphree – UCF-UFF Grievance Committee Chair

- I. Overview: The grievance procedure detailed in Article 20 of the UCF-UFF Collective Bargaining Agreement (CBA) is one of the most important defenses faculty may use to protect themselves from violations of their legal rights at UCF. Our UFF chapter, especially members of the Grievance Committee, are obligated to use this procedure any time the CBA is violated and faculty members or the Chapter as a whole are harmed, or potentially harmed, as a result. The grievance procedure should only be used when a clear violation of the CBA has taken place, individual members or the Chapter as a whole agree a grievance is merited, and the evidence necessary to successfully demonstrate the violation occurred is available. Grievance procedures should not be used to bargain amendments to the CBA or to dispute UCF administrative actions that are not specific violations of the CBA. Due to its importance as a means of defending faculty and Chapter rights, the grievance procedure should be used appropriately.
- II. Grievance Protocols – UFF Faculty (individuals and groups)
 - A. To be eligible for UFF representation in a grievance, a faculty member must have been enrolled as a dues paying member of the union at UCF for at least 30 days.
 - B. Any individual faculty member or group of faculty members sharing the same concerns should contact a member of the UFF Grievance Committee any time they believe their CBA-defined rights have been violated.
 - C. Upon receiving notification of a potential grievance from faculty members, a Grievance Committee representative will meet with the faculty member(s), preferably face-to-face, to get as much information about the potential grievance situation as possible. All parties should be aware that a grievance must be submitted to Academic Affairs within 30 days of the incident, so this meeting can take place early enough to allow time for additional consultation, research, and writing and submitting a report.
 - D. As soon as possible after initially meeting with faculty member(s) to discuss a potential grievance, Grievance Committee representatives should assess the evidence and discuss it with other Grievance Committee members, and/or UFF Council members who have signed confidentiality agreements, in order to determine if a violation of the CBA has taken place and if evidence exists to successfully demonstrate that a violation occurred. As soon as possible after these consultations, a representative of the Grievance Committee will notify the potential grievant of UCF-UFF's assessment, if the Chapter will represent them in a grievance procedure and, if necessary, initiate the research and paperwork necessary to submit a formal grievance on their behalf. It is incumbent upon

the grievant to clearly articulate (or specify) the specific section of the bargaining agreement that was violated. A failure to do so—to the satisfaction and expectations of the Grievance Committee—could result in an immediate dismissal of the grievance.

- E. UFF members who disagree with the Grievance Committee’s decision regarding if the Chapter will represent the member in the Step 1, Step 2 or Arbitration processes may appeal the decision to the Chapter Executive Committee. Discussions of the merits of the grievance will be held in executive session and the potential grievance will be discussed by number, rather than by the name of the grievant. The Chapter’s decision to represent the member in any grievance process will be determined by a majority vote of Chapter Executive Committee members.
- F. At this point, the Grievance Committee will follow the procedures detailed in CBA Article 20.

III. Grievance Protocols – UFF Council Members and Officers

- A. Any Council Member or Officer who is aware of a potentially grievable issue should instruct the faculty member(s) directly involved to contact a Grievance Committee representative. Unless specifically directed by the Grievance Committee, Council Members and Officers should not formally discuss the situation with the potential grievant or engage in any other aspect of the grievance procedure described above. To protect the confidentiality of faculty members, information pertaining to grievance-related discussions should be communicated only to members of the Grievance Committee.
- B. Any Council Member or Officer who believes a grievable issue exists that affects the Chapter as a whole should follow the following procedure:
 - 1. Complete the relevant Step 1 or Step 2 Grievance Form (available at <http://www.collectivebargaining.ucf.edu/pages/Grievance.htm>) and forward it to the Grievance Committee chair. The CBA article(s) violated should be clearly stated as well as a description of the situation and evidence that demonstrates a violation has occurred.
 - 2. Meet with the Grievance Committee Chair to review the completed Grievance Form.
 - a. If both parties agree that a formal grievance is merited, they will jointly conduct the research and complete the paperwork necessary for implementing the formal grievance procedure.
 - b. If there is disagreement as to whether a formal grievance is merited, a meeting will be held involving both parties, members of the Grievance Committee, and/or UFF Council members who have signed

confidentiality agreements, to collectively evaluate the completed Grievance Form and related-situation. At the conclusion of this meeting, the UCF-UFF Chapter President will determine if a formal grievance is merited and the Grievance Committee will proceed accordingly.

- C. At this point, the Grievance Committee will follow the procedures detailed in CBA Article 20.

IV. Resolution of Non-Grievable Issues

- A. Upon request, the Grievance Committee will help faculty members, Chapter Council members, and/or officers resolve non-grievable disputes involving faculty and UCF administrators. Typically informal, these attempts at resolution will generally consist of the following:
 - 1. Grievance Committee correspondence or other communication with UCF administrators.
 - 2. Grievance Committee facilitation of informal meetings between UCF faculty members and administrators.
 - 3. Grievance Committee consultation sessions with UCF administrators.
 - 4. Grievance Committee assistance to faculty in writing evaluation or accusation rebuttals.
 - 5. Grievance Committee attendance at various meetings across campus as warranted to gain information and monitor disputes between UCF faculty and administrators.
 - 6. Other (determined by situation).
- B. Grievance Committee Members will not participate in the resolution of Non-Grievable Issues unless appointed to do so by the UFF-UCF President, Grievance Committee Chair or Council.