

**POTENTIAL GRIEVANCE**



Take matter to immediate supervisor within 30 days of occurrence of alleged grievance



Immediate supervisor consults with Chief of Department and has 10 days to remedy



Member must present grievance to the E-Board in writing within 10 days of unsatisfactory remedy from the immediate supervisor



Grievance must be presented to the majority of the E-Board within 10 days of receipt



Within 7 days from E-Board reviewing grievance, E-Board must bring to attention of:

- 1- Director of Public Safety
- 2- Town Manager (if not resolved)



This involved separate actions of Dir. of Public Safety and Town Manager aren't one in the same



Within 10 days of bringing to Director of Public Safety's attention (above), the E-Board must meet with Director of Public Safety. Grievant may be present upon request of either party



If denied by Director of Public Safety, E-Board to present to Town Manager within 10 days of denial from Director of Public Safety



Town Manager has 10 days to render decision



Within 10 days of Town Managers decision, grievance must be submitted to arbitration

Parties can decide on mutual arbitrator within the 10 days as stated above OR submit to AAA

Union Business: Local 1651 meetings, RISAFF meetings, RISAFF & IAFF conferences  
56 hours per contract year per E-Board member, 104 for President

## **NKFFA Grievance Checklist**

- \_\_\_\_\_ Date of occurrence
- \_\_\_\_\_ Date immediate supervisor notified by member  
(must be within 30 days of occurrence)
- \_\_\_\_\_ Date supervisor denies claim (supervisor has 10 days from being notified)
- \_\_\_\_\_ Date member notified the E-Board in writing  
(within 10 days from supervisor's denial)
- \_\_\_\_\_ Date E-Board majority review/decides (within 10 days of being notified)
- \_\_\_\_\_ Date E-Board brought to attention of Director of Public Safety {D.O.P.S}  
(within 7 days of E-board review/decision, the D.O.P.S. and Town  
Manager shall be notified, and issue brought to their attention)
- \_\_\_\_\_ Date E-Board meets with the D.O.P.S. (within 10 days of bringing to  
the attention of the D.O.P.S.)
- \_\_\_\_\_ Date Director of Public Safety officially denies grievance
- \_\_\_\_\_ Date E-Board meets with Town Manager  
(within 10 days from D.O.P.S decision)
- \_\_\_\_\_ Date Town Manager rendered a decision (within 10 days from meeting)
- \_\_\_\_\_ Date submitted for arbitration  
(within 10 days from Town Manager's decision)