

# Know Your Rights!

## The Right to Confer with KSUFA about Filing a Grievance

As defined in the 2020 *Collective Bargaining Agreement*, Article VII, Section 2.A.1 (p. 18), a grievance is “a disagreement, arising under and during the term of this Agreement, concerning the interpretation and application of the specific written provisions of this Agreement.”

The material in Sections i-iv of department and college handbooks is incorporated by reference into the *FTNTT Collective Bargaining Agreement* (see Article VI, Section 2, pp. 14-15), as is much of University Policy. As such, **KSUFA has the right to grieve violations of department and college handbooks or relevant University policy as well as violations of the *Collective Bargaining Agreement*.**

**Any FTNTT Faculty member or group of FTNTT Faculty members covered by the CBA, whether or not they are directly adversely affected by the violation, can file a grievance in conjunction with KSUFA** (see FTNTT CBA, Article VII, Section 2.A.2, p. 18).

The specific procedures for filing a grievance are spelled out in the CBA, Article VII, Section 2.B-E (pp. 18-21). The broad outlines are as follows:

- Prior to the filing of any formal grievance, there should be an attempt at **informal resolution**. Such an attempt can either be initiated by the aggrieved FTNTT Faculty member or, if he or she prefers, by the KSUFA Grievance Chair.
- If the issue is not informally resolved, a **formal grievance** may be initiated by KSUFA on behalf of the aggrieved FTNTT Faculty member. Many grievances are initiated at Step One. This involves a meeting with the relevant Dean followed (within 15 days) by a written answer to the grievance from the University. If the Step One answer is not satisfactory, KSUFA may proceed to Step Two. This involves a hearing by the Associate Provost for Faculty Affairs and Curriculum followed (within 15 days) by a written disposition of the grievance by the University. If this is not satisfactory, KSUFA may decide to take the case to binding arbitration.
- **The formal grievance must be filed within 75 days** after the occurrence of the events upon which it is based or within “seventy-five (75) days after the FTNTT Faculty member knew or through the exercise of reasonable diligence should have known of the events on which it is based” (FTNTT CBA Article VII, Section 2.B, p. 18).

**To inquire about filing a grievance, or if you have any questions about whether a violation of the CBA, a department or college handbook, or relevant University policy has taken place, contact KSUFA at (330) 673-9118 or [office@ksufa.org](mailto:office@ksufa.org).**