



UNIVERSITY OF HAWAII  
PROFESSIONAL ASSEMBLY

## FILING A GRIEVANCE

Take action.

Time is of the essence.

### **Grievance Procedure**

---

Please refer to the Grievance Procedure in the 2017-2021 Agreement between the University of Hawaii Professional Assembly (UHPA) and the University of Hawaii Board of Regents (Article XXIV).

### **Being Treated Unfairly?**

---

A grievance is a complaint by a faculty member or union concerning the interpretation or application of the express terms of the Agreement.

When a faculty member has a complaint regarding the interpretation or application of a contract provision, resolution is attempted first informally, then formally.

### **Act Immediately: 20-Day Countdown**

---

A grievance must be filed within 20 calendar days or within 45 calendar days in the case of a class grievance after the alleged violation has occurred. If you do not file within these time periods, this can result in a dismissal of your grievance on procedural grounds, eliminating any chance of effective recourse and resolution.

UHPA active members and agency fee payers should consult with an UHPA representative for guidance as soon as possible to ensure your rights are adequately protected. Please be assured that all communication with any UHPA representative remains confidential throughout the grievance procedure.

## **Grievance Procedure Steps**

---

### **Informal Resolution**

You may first seek to resolve an issue informally by meeting with your immediate supervisors. During your efforts at informal resolution, the 20-day clock is stopped.

### **Formal Grievance (Step 1)**

If a complaint cannot be resolved informally, a formal grievance is filed with the Chancellor at your campus within 20 calendar days of the date following the contract violation. UHPA active members and agency fee payers may request representation from UHPA. Within 15 calendar days of receipt of the grievance, a meeting will be scheduled with you, your UHPA representative and the designee from the office where the grievance was filed. A written decision is provided within 15 calendar days after the hearing.

### **Appeals Process (Step 2)**

If the grievance is not resolved, the decision may be appealed to the Office of the President within 15 calendar days of receipt of the decision. A meeting is scheduled within 15 calendar days and a written decision is due within 20 calendar days from that meeting.

### **Arbitration**

---

If the decision on the appeal is negative, you may request your UHPA representative take your grievance to arbitration. The UHPA Board of Directors authorizes arbitrations. If the Board votes to arbitrate, UHPA will notify the President's Office within 30 calendar days of the negative decision of the appeal. The decision by the arbitrator is final and binding.



UNIVERSITY OF HAWAII  
PROFESSIONAL ASSEMBLY

1017 Palm Drive  
Honolulu, Hawaii 96814-1928  
(808) 593-2157