

Appeal Rights at Each Level
Cincinnati Federation of Teachers/ACPSOP
Internal Guidelines Governing the Processing of Grievances

The Federation is firmly committed to the principle embodied in the grievance section of the Collective Bargaining Contract, that all members of the bargaining unit are entitled to equal and fair representation. The following guidelines and procedures have been established in order to assure that all bargaining unit members received the representation in the Grievance Procedure to which they are entitled.

Level 1

By contract, a grievance may be filed by an individual teacher or office employee, a group of teachers or office employees, or the Federation. The Federation will advise, assist, and represent any bargaining unit member upon request.

Level 2

Upon receipt of a grievance which has not been resolved to the grievant's satisfaction at Level 1, the Federation will advise the grievant of its recommendation. The ultimate decision as to whether or not the grievance shall be appealed to Level 2 is the Federation's. The Federation is represented by a CFT Field Rep or the Grievance Committee Chairperson at this level.

1. In the event the grievant wishes to appeal the decision of the Field Rep or Grievance Committee Chairperson, he/she should notify the Chairperson immediately. Upon notification of said appeal, the Grievance Committee shall meet to consider the matter. The grievant may present arguments in support of the appeal at this meeting. The Grievance Committee will then recess into executive session to deliberate and decide the matter at hand. The Committee shall notify the grievant of its decision, and the reasons therefore, within two (2) calendar days of the meeting.
2. In the event the grievant wishes to appeal the Committee's decision, he/she should notify the Grievance Committee in writing. The appeal shall be brought to the attention of the CFT/ACPSOP Executive Council and present arguments in support of the appeal. The Executive Council shall notify the grievant of its decision, and the reasons therefore, within (2) calendar days of the meeting.
3. In the event the grievant wishes to appeal the decision of the Executive Council, he /she may present a resolution at the next regularly scheduled membership meeting. The decision of the CFT membership shall be final and binding on all parties. If the CFT/ACPSOP membership is not scheduled to meet prior to expiration of the time limit for appeal to Level 2 and an extension of that time limit cannot be secured, the grievance shall be appealed to Level 2 pending membership action.

Level 3

Upon receipt of a grievance which has not been resolved to the grievant's satisfaction at Level 2, the Federation shall decide whether or not the grievance shall be pursued to arbitration. The Federation is represented by the CFT Grievance Committee at this level.

1. In the event the grievant wishes to appeal the Grievance Committee's decision, he/she should notify the Committee in writing. The appeal will be considered by the Committee at its next regularly scheduled meeting. The grievant may present arguments in support of the appeal at this meeting.

The Committee will then recess into executive session to deliberate and to decide the matter at hand. The Committee shall notify the grievant of its decision and the reasons therefore, within seven (7) calendar days of the meeting.

2. In the event the grievant wishes to appeal the Grievance Committee's decision, he/she should notify the Committee in writing. The appeal shall be brought to the attention of the CFT/ACPSOP Executive Council at its next regularly scheduled meeting. The grievant may appear before the Executive Council and present arguments in support of the appeal. The Executive council shall notify the grievant of its decision, and the reasons therefore, within seven (7) calendar days of the meeting.
3. In the event the grievant wishes to appeal the decision of the Executive Council, he/she may present a resolution at the next regularly scheduled membership meeting. The decision of the CFT membership shall be final and binding on all parties.

A copy of these guidelines shall be made available to any bargaining unit member upon request, shall be included in the Building Rep Handbook, and shall be provided to any bargaining unit member who files a grievance.

These procedures are subject to the periodic review of the CFT Grievance Committee. Any suggested revisions should be forwarded to that body. Proposed revisions are subject to CFT membership approval.

Approved by Grievance Committee: 8/9/79

Approved by Executive Council: 8/15/79