

**UNITED FACULTY OF MIAMI-DADE COLLEGE**

**Grievance/Arbitration Worksheet**

Grievant: \_\_\_\_\_

Case No. \_\_\_\_\_

Dept: \_\_\_\_\_

Campus: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Step I

- a. Date of Event: \_\_\_\_\_
- b. \*Date of Grievance (with 20 days of a): \_\_\_\_\_
- c. \*Date Served on Chair/Supervisor: \_\_\_\_\_
- d. \*Date Served on Vice Provost: \_\_\_\_\_
- e. Meeting Date Deadline (10 days): \_\_\_\_\_
- f. Response Due Date (10 days): \_\_\_\_\_
- g. Response Timely Received Date: \_\_\_\_\_

Step II

(If no meeting file within 10 days of e.)  
(If no response file within 10 days off.)  
(If received then 10 days of g.)

- h. \*Date Served on Associate Dean/Director: \_\_\_\_\_
- t. \*Date Served on Vice Provost: \_\_\_\_\_
- j. Date of Discretionary Meeting: \_\_\_\_\_
- k. Response Due Date (15 days): \_\_\_\_\_
- 1. Response Timely Received Date: \_\_\_\_\_

Step III

(If no response file within 10 days of k.) (If received file within 10 days of 1.)

- m. \*Date Served on Dean/Designee: \_\_\_\_\_
- n. \*Date Served on Vice Provost: \_\_\_\_\_
- 0. Date of Meeting with Dean: \_\_\_\_\_

p. Response Due Date (within 15 days): \_\_\_\_\_  
q. Response Actually Timely Received Date: \_\_\_\_\_

Step IV

(If no response then 20 days of p.)  
(If received then 20 days of q.)

r. Date of Request/Demand Arbitration: \_\_\_\_\_  
5. Date Union Makes Arbitration Decision: \_\_\_\_\_  
t. Date of Initial Arbitrator Choice: \_\_\_\_\_  
U. Date of FMCS Request: \_\_\_\_\_  
v. FMCS List Received: \_\_\_\_\_  
w. Date of Selection of Arbitrator: \_\_\_\_\_  
x. Date of Hearing: \_\_\_\_\_  
y. Date Briefs Due: \_\_\_\_\_  
z. Date of Award: \_\_\_\_\_

\* Must be Simultaneous  
\*\* All Days Equal College Days  
\*\*\* Days End at 4:30 p.m.