



## **SEIU Local 1021 ARBITRATION/CIVIL SERVICE DISCIPLINARY HEARING APPEAL POLICY**

This policy has been established in order that all members receive equal consideration from the union regarding the disposition of their grievances. Each grievant shall be informed of this policy.

Requests for arbitration/civil service disciplinary hearing must first go through the bargaining unit, worksite, chapter or other established screening procedure for recommendation, if the bargaining unit/chapter/worksite has such a procedure. Arbitrations/civil service disciplinary hearings approved by a bargaining unit/chapter/worksite committee shall be forwarded to the appropriate field director. If no screening procedure is in place, the field representative shall submit the request directly to his/her supervisor (where applicable) if the field representative determines the case has merit. If the supervisor agrees with the recommendation to pursue the case, the supervisor will forward the request to his/her field director. The field director shall approve funds for arbitrations/civil service disciplinary hearings based on the merits of the case, the projected cost of the action, and other factors relevant to the welfare of the union. In making his/her decision, the field director may confer with the field representative and/or SEIU legal counsel to review the case, discuss alternatives, etc.

Should a grievant feel his/her case was improperly handled by a steward, the grievant may contact the field representative and request a review. Should a grievant feel that a potential arbitration/civil service disciplinary hearing was improperly denied by a field representative or bargaining unit, chapter, or worksite screening committee, the grievant may appeal the issue to the appropriate Local 1021 field director. The director shall investigate the matter and render a decision.

Should the director or a bargaining unit, worksite, or chapter committee deny a request for arbitration/civil service disciplinary hearing, the director or bargaining unit/worksite/chapter committee shall notify the member and advise him/her of appeal rights in this policy. The grievant may appeal directly to the Local 1021 Appeals Committee for reconsideration of the arbitration/civil service disciplinary hearing denial.

Members of the Appeals Committee shall be appointed by the Local 1021 president. The Appeals Committee shall meet on an as needed basis to hear appeals and render decisions.

Should an emergency appeal arise which must be decided between Appeals Committee meetings, the Local 1021 president or his/her designee and two (2) Appeals Committee members, appointed by the Local 1021 president, shall hear, review, and decide the appeal.

The field representative assigned to the member's bargaining unit/chapter/worksite shall take all possible steps to protect the member's right to pursue his/her grievance while an appeal is pending. This includes efforts to secure waiver of time limits.

Appeals to the Appeals Committee may be made either in person or in writing. The appellant may bring another union member with him/her to the hearing as his/her representative. Transportation and other costs inherent in attending an appeal hearing shall be borne by the appellant. The decision of the Appeals Committee is final.

Time limits contained in this policy are strictly enforced. Appellants must complete the appeal form and submit it within ten (10) business days of the notice of decision. The appeal form must be postmarked no later than ten (10) business days after the date on the notice of decision and appeal rights form.



# ARBITRATION/CIVIL SERVICE DISCIPLINARY HEARING APPEAL FORM

DATE Decision Provided: \_\_\_\_\_

You are choosing to appeal the Local's decision not to pursue an Arbitration or Civil Service Disciplinary Hearing) on your behalf.

You must mail this form to the address indicated below. Retain a copy for your records.

**All appeals must be submitted within (postmarked no later than) ten (10) business days of the date above.**

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ARBITRATION/CIVIL SERVICE DISCIPLINARY HEARING (name/issue):

\_\_\_\_\_

I wish to appeal the decision in the above-designated case for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appeals should be sent to the Appeals Committee, SEIU Local 1021, 100 Oak St., Oakland, CA 94607.

Be sure to read the Arbitration/Civil Service Disciplinary Hearing Appeal Policy.