

# FULL-TIME GRIEVANCE PROCEDURE

August 15, 2012

STEP #1 Remains the same- "In the first instance, the employee and/or Union will discuss any grievance or complaint with the supervisor involved. Every effort should be made by both parties to find agreement."

## **NEW TO STEP #2:**

If, after discussion, the grievance or complaint is not settled, it shall then be placed in writing by the employee or in the event of a Group Grievance, by the Union on the appropriate form **within fifteen (15) days of the occurrence** of the cause of such complaint. **Grievance forms** are available at [www.ifpte194.org](http://www.ifpte194.org)

Within two (2) days of submitting a written grievance by way of non-electronic mail, fax, or in person to Human Resources, Local 194 members **MUST send an e-mail to the three (3) designated persons in the Human Resources Department listed below to inform them a grievance has been submitted and to provide the date and method of the submission of the grievance and MUST copy Local 194 on the emails.** The designated persons in Human Resources and their respective email addresses are:

- Mary-Elizabeth Garrity, Director of Human Resources ([garrity@turnpike.state.nj.us](mailto:garrity@turnpike.state.nj.us)); and
- Brenda Coleman, Assistant Director of Human Resources([bcoleman@turnpike.state.nj.us](mailto:bcoleman@turnpike.state.nj.us)); and
- Janet Turcotte, Jr. Personnel Administrator ([turcotte@turnpike.state.nj.us](mailto:turcotte@turnpike.state.nj.us)).

\*The email for local 194 is [local194@verizon.net](mailto:local194@verizon.net)

As per written agreement, the Authority shall permit Local 194 members access to Authority computers in the toll plaza utility buildings and maintenance yards and facilities, if necessary, for the purpose of sending the email. **The Authority shall be required to send a grievance response to the Union, NOT the grievant within 5 business days.** Bargaining unit employees are permitted to directly submit the actual grievance to the three (3) designated persons by way of e-mail.

The Authority acknowledges that Article XVI Step 2 means literally that the Authority must respond to:

- single-employee grievances within five (5) business days of receipt of the grievance by the Department of Human Resources; and
- multi-employee or group grievances within thirty (30) business days of receipt of the grievance by the Department of Human Resources.

If the Authority fails to respond in accordance with the time period set forth above, the grievance will be deemed upheld by implementing the remedy sought on the grievance form, provided, however, that in the event of a dispute concerning the appropriateness of the remedy, the parties agree that the appropriateness of the remedy may be challenged and shall be determined by an arbitrator in an expedited arbitration. The period for response does not begin to run until actual receipt of the grievance by the Department of Human Resources. Grievances received after 5 PM on business days, on holidays, or on weekends shall be deemed received on the next business day.

The remainder of Step #2 and Step #3 detailing the Grievance Hearing procedure and appeals process remain unchanged.

We cannot emphasize enough the importance of your being familiar with the contract and your entitlements **and** of filing **timely** grievances. If you are unsure as to whether or not you have a grievance, contact your Grievance Chairperson at the Union office at (800) 932-2797.

Maintenance- Barry Kushnir  
Tolls- Henderson Fleming  
Office- Jay Gibbons

\* **These changes are the result of an arbitration settlement. April 20, 2012 all full-time members were mailed this information to their homes.**

New Jersey Turnpike Authority  
**LOCAL 194 GRIEVANCE**

Date: \_\_\_\_\_

Name of Aggrieved Employee: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Shift: \_\_\_\_\_

Work Location: \_\_\_\_\_ Supervisor Involved: \_\_\_\_\_

**STEP ONE**

Grievance shall be presented to Supervisor no more than five (5) days after occurrence. The employee/union and the Authority shall discuss the issue(s).

The grievance was discussed with Supervisor \_\_\_\_\_ on \_\_\_\_\_.

**STEP TWO**

*(To be filed within 15 days of occurrence of grievance.)*

**A. Statement of Grievance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cite contract article(s) involved: \_\_\_\_\_

Remedy or Relief sought: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Shop Steward*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date Filed*

**FORWARD TO HUMAN RESOURCES FOR SUPERVISOR'S RESPONSE**

*(Response within 5 days after delivery to Human Resources.)*

**B. Supervisor's Response to Grievance:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Date of Response*

\_\_\_\_\_  
*Name of Supervisor*

\_\_\_\_\_  
*Signature of Supervisor*

**STEP THREE**

**Grievance Appeal Received:** \_\_\_\_\_

**Decision of the Labor Relations Committee**

*(To be rendered within 15 working days of Receipt of Grievance.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of Decision: \_\_\_\_\_ Labor Relations Committee: \_\_\_\_\_

**Distribution by grievant:** Labor Relations Committee, Supervisor Involved, Department Head, Union

**APPEAL TO ARBITRATION FILED:** \_\_\_\_\_