

## **ARTICLE 27            GRIEVANCE REPRESENTATION**

Management recognizes the right of each employee represented herein to represent himself/herself, or to be represented by a representative of his/her choice in the presenting of grievances in the informal discussion with his/her immediate supervisor, and in all formal review levels.

Union may designate a reasonable number of employees as grievance representatives. The Union will provide a list of the designated representatives to Management. The grievant and/or his/her representative may have a reasonable amount of paid time off to process a grievance. However, said representative will receive paid time off only if he/she is a member of the same Unit and Union as the grievant, and is employed within a reasonable distance from the work location of the grievant as determined by the City Librarian or his/her designee. The Chief Steward may replace the designated representative when, in the judgment of the Union, it is necessary to do so. Such replacement is limited to not more than twenty-five percent (25%) of the grievances that necessitate the use of a steward unless there is mutual agreement.

If said representative must leave his/her work location to represent a grievant, he/she shall first obtain written permission on a form provided by the head of his/her unit. Permission to leave will be granted unless such absence would cause an undue interruption of work. If such permission cannot be granted promptly, said representative will be informed when time will be made available. Such time will not be more than forty-eight (48) hours, excluding scheduled days off and/or legal holidays, after the time of said representative's request unless otherwise mutually agreed to.

Denial of permission to leave at the time requested will automatically constitute an extension of time limits provided in the grievance procedure herein equal to the amount of the delay.

Time spent in presenting grievances outside of regular working hours of the employee and/or his/her representative shall not be counted as work time for any purpose. Whenever a grievance is to be presented during the working hours of the grievant and/or his/her representative, only that amount of time necessary to bring about a prompt disposition of the grievance will be allowed.