University of Maine System Service and Maintenance Unit
Grievance Form

University of Maine System Human Resources

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APPENDIX A

UNIVERSITY OF MAINE SYSTEM
SERVICE AND MAINTENANCE UNIT

GRIEVANCE FORM – Step 1  CAMPUS _______________________

Step 1:

TO: ___________________________  Date Filed

FROM: ___________________________  Signature of Steward

Grievance of: ___________________________  Signature of Grievant

Section(s) of agreement allegedly violated: ___________________________

Date(s) of occurrence giving rise to grievance: __________ (if more than five (5) days prior to the filing date, include an explanation as to when the problem became known to the employee and why the employee should not be charged with knowledge as of an earlier date):

______________________________

Statement of facts and evidence supporting the grievance: (Attach supporting documents if appropriate)

______________________________

Redress sought:

______________________________

Date Received ___________________________  By ___________________________

Grievance Number: ___________________________

Disposition:  □ Settled  □ Withdrawn  □ Rendered  Date: ___________________________

To be completed by Director

INSTRUCTIONS: Fill out as indicated.

Step 1  DISTRIBUTION:  Original  1st Copy  2nd Copy

Director  Steward  Campus Grievance File
UNIVERSITY OF MAINE SYSTEM
SERVICE AND MAINTENANCE UNIT

GRIEVANCE FORM – Step 2/Step 3
(Circle One)

TO: ____________________________

FROM: ____________________________
Steward/Union Representative
Signature of Steward /Union Representative

Grievance of: ____________________________
Employee(s) or Union

Grievance Number: ____________________________

Reasons why answer at Step _____ is unsatisfactory ____________________________

Date Filed: ____________________________

Signature of Grievant: ____________________________

INSTRUCTIONS: 1. Fill out as indicated.
2. Attach copy of completed grievance form(s) and written disposition(s)
   from earlier grievance step(s).

DISTRIBUTION:
Step 2
Original
President or Designee
1st Copy
Steward
2nd Copy
Campus Grievance File

Step 3
Chancellor
or Designee
Union
Representative
Campus
Grievance File

Date Received: ____________________________
By: ____________________________

Disposition: ☐ Settled ☐ Withdrawn ☐ Rendered Date: ____________________________
### University of Maine System
#### FY18 & FY19 Wage Schedule

**Service and Maintenance Effective**

**January 1, 2018 - June 30, 2019**

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### Temporary wage schedule - FY2018

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UMS-OHR

12/6/2017
Appendix D

Dining Services

The University of Maine ("University") and Teamsters local #340 ("Teamsters"), (jointly, "the parties") agree to bid Dining shifts and allow employees to select shifts twice a year (academic year and summer schedules) based on seniority. This will apply only to employees of University of Maine Dining Services. This agreement is a result of a March 31, 2014, focus group between the University and Teamsters to discuss how Dining shifts are assigned. The parties agreed to the following:

- The University Dining Services will identify academic year and summer dining needs and create two separate schedules accordingly. The University will circulate the schedule with anticipated shifts, for employees to review. Academic year schedules will be put out to bid in March or April. Summer schedules will be put out to bid in late April or early May. Employees will have the option to select their desired shift based on seniority. During the pendency of the summer and academic year shifts may vary from year to year depending upon business and operational needs.

- The parties agree schedules might need to be adjusted based on business needs during the summer and/or academic year. The summer schedule is anticipated to be more variable as discussed during the March 31, 2014, focus group, given the variable and sometimes unexpected business and operational needs present during summer months. In the event a schedule change is needed the University will follow Article 18.6b of the Teamsters-UMS contract.

- Appendix D will take effect in May 2014 using the above methodology with monitoring of the impact on employees and the University. The parties agree to meet and discuss the functioning and impact on or about every August to discuss the previous summer and on or about every January to discuss the first half of the academic year. The parties agree to ongoing communication in good faith and may reconvene the focus group or a sub-group at the request of either party.

- The parties agree to meet and discuss application of the foregoing provisions at either parties' request or before a grievance is filed as it relates to Appendix D.

- The foregoing provisions do not create a practice or precedent for purposes of interpreting and applying the Teamsters-UMS contract.