Step 1:

TO: _______________________________  Date Filed _______________________________
FROM: _______________________________  Signature of Steward _______________________________

Grievance of: _______________________________  Employee(s) or Union _______________________________

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Disposition:  □ Settled  □ Withdrawn  □ Rendered  □ Rendered Date: _______________________________

To be completed by Director

INSTRUCTIONS: Fill out as indicated.

Step 1 DISTRIBUTION:  Original Director  1st Copy Steward  2nd Copy Campus Grievance File
GRIEVANCE FORM – Step 2/Step 3  CAMPUS _________

(Circle One)

TO: ___________________________ Date Filed

FROM: ____________________________ Steward/Union Representative

______________________________ Signature of Steward/Union Representative

Grievance of: ____________________________

______________________________ Employee(s) or Union

Grievance Number: ____________________________

Reasons why answer at Step ______ is unsatisfactory ____________________________

____________________________________________________________________________

INSTRUCTIONS: 1. Fill out as indicated.

2. Attach copy of completed grievance form(s) and written disposition(s) from earlier grievance step(s).

Disposition: □ Settled □ Withdrawn □ Rendered Date: ____________________________

Date Received ____________________________ By ____________________________

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
### 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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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.