

**INTERNAL RESOLUTION PROCESS**  
FIU BOARD OF TRUSTEES & PBA-LIEUTENANTS  
STEP 3: NOTICE OF ARBITRATION

**EMPLOYEE COMPLAINT SHEET: DATE RECEIVED:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_  
**PRINT NAME/TITLE**
**SIGNATURE**

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_ Division: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

**I will be represented in this complaint by (check one. Note that your representative must sign and print his or her name on the appropriate line):**

- PBA \_\_\_\_\_
- Myself \_\_\_\_\_
- Other \_\_\_\_\_

**REQUEST FOR NEUTRAL PARTY REVIEW**

If the employee is in disagreement with the decision rendered in Step 2, the employee(s) may appeal in writing to the Vice President for Human Resources or designee a review by a neutral party within seven (7) business days of receipt of the Step 2 decision or when the decision was due. The Neutral Panel will review all information and documentation gathered during Step 1 and Step 2 and will render a **final and binding** decision within thirty (30) business days following the hearing which will be held sixty (60) business days after all the Panel members have accepted their appointments. The decision or award of the Neutral Panel shall be **final and binding** upon the University, PBA, and the complainant.

**Exception to Step 3:** If the complaint is in reference to a violation of the provisions of the Conflict of Interest and Outside Activity Policy, the Step 3 Panel will hold a hearing within seven (7) business days after being selected and will issue a decision seven (7) business days thereafter.

**Note:** An extension may be requested due to extenuating circumstances. The University and the complainant must mutually agree to the extension.

I have read and understand the Neutral, Internal Resolution Process Policy. I understand that the filing of a complaint constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. This form is in accordance with the Neutral, Internal Resolution of Policy Disputes of the FIU BOT/PBA-LTs Bargaining Agreement.

\_\_\_\_\_  
 Signature of Complainant(s) / Date

As the PBA representative, I have the authority to sign this complaint on behalf of the complainant.

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Signature of PBA Representative on behalf of the Complainant    Date

**NOTE: The complaint will not be processed unless signed by the complainant(s).**

Attach all supporting documentation.

1. Original complaint form provided to management
2. Written Response of the Step 1 Decision, if any
3. All attachments to Step 1 Decision
4. Complaint provided to Human Resources (Step 2 Form)
5. Written Response of the Step 2 Decision, if any
6. All attachments to Step 2 Decision

This notice should be sent to:

Florida International University  
Division of Human Resources  
Employee & Labor Relations  
11200 SW 8<sup>th</sup> Street, PC 236  
Miami, FL 33199

**Note:** In the event that any language contained in this form conflicts with the FIU-BOT/PBA-LTs and/or University policies, the FIU-BOT/PBA-LTs and/or University policy language controls.