**Section 400.30 Procedure**

a) Grievances must be submitted as set forth in Sections 400.40 and 400.50. It is mutually beneficial that grievances be satisfactorily resolved in a prompt manner, but time limits may be extended by agreement in writing by the complainant and the Designated Coordinator or another employee authorized by the Executive Director.

b) A complainant's failure to follow the steps outlined in Sections 400.40 and 400.50 within the time limits stated or any agreed extension of the time limits shall constitute a withdrawal of the grievance.

c) The Commission shall, upon being informed of an individual's desire to file a grievance, furnish the individual a copy of this Part and the grievance form.