

Grievance Timeline

(See Article 5, LBCCD-LBCCFA Master Agreement, 2017-2020)

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| 20 days | Members have 20 working days* to report a violation, misapplication, or misinterpretation of the contract, and then to request an informal meeting with the lowest level, most relevant administrator (usually the dean of your area) to discuss a possible grievance (Article 5.3.1). |
| 5 days | The informal meeting should be scheduled within 5 days of this request (Article 5.3.1). |
| 10 days | If the informal meeting fails to result in a resolution, the grievant has 10 days to file a level 1 grievance with the administrator from the informal level meeting (Article 5.4.1). |
| 10 days | The administrator has 10 days to respond in writing (Article 5.4.1.1). |
| 10 days | If the level 1 grievance fails to result in a resolution, the grievant has 10 days to file a level 2 grievance with the most relevant Vice President (VP), usually the supervisor of the dean grieved in level 1 (Article 5.4.2). |
| 5 days | The VP and grievant may meet within 5 days to discuss a possible resolution (Article 5.4.2.1). |
| 10 days | If the meeting fails to result in a resolution, the VP has 10 additional working days to respond in writing (Article 5.4.2.2). |
| 10 days | The grievant has 10 days to request that LBCCFA consider mediation (Article 5.4.3). |
| 10 days | LBCCFA has 10 days to file an appeal for mediation with the Vice President of Human Resources (Article 5.4.3). |
| 10 days | LBCCFA and the District have 10 days to request the services of a mediator (Article 5.4.3.1).
Note that the process often slows down at this point since everyone is dependent upon the availability of the mediator. |
| 10 days | Should the mediator fail to reach a resolution the grievant has 10 days to request that LBCCFA consider binding arbitration (Article 5.4.4). |
| 10 days | LBCCFA has 10 days to file the request for binding arbitration with the Vice President of Human Resources (Article 5.4.4). |
| 5 days | LBCCFA and the District have 5 days to request a list of arbitrators from the California State Mediation and Conciliation Service (Article 5.4.4). Again, the arbitrator's schedule usually slows down the process. |

*A working day is defined as a non-holiday weekday that falls within the fall or spring term.
Working days are not counted during intersessions.