

Grievance 101

All faculty should understand that, in essence, the role of LBCCFA is two-fold: 1) negotiate the contract and 2) ensure that our agreements are upheld. The deals we strike during negotiation are only as good as their rightful application. Our livelihoods, our benefits, and our working conditions are spelled out in the contract. Faculty members need to do more than become righteously indignant when subjected to contract violations—for our own security as well as for the protection of future colleagues. When and if you need to consider pursuing a grievance, your representatives will be grateful and better able to assist you when you follow these general steps in the grievance process, many of which are outlined in Article 4 of your contract.

1. Take out your contract or if you can't find it, request a copy through the office of Human Resources. Every new faculty member should receive a hard copy. It can also be viewed online on the [LBCCFA website](#) or on the [LBCC Human Resources website](#).
2. Thumb through the index to see what areas of our working lives are covered by the contract. It's a good idea to do this before problems arise so that you can recognize something as a potential breach of contract.
3. While you're at it, scan Article 4: Grievance to understand that definite steps and timelines need to be precisely followed. Especially note the 20-day time frame that activates once the grievant becomes *aware* of the violation during which the grievance process must be initiated. A document, "Grievance Timeline," containing a compressed and simplified version of this timeline can be found on the [LBCCFA website](#).
4. At some time in the future, and even if you just think something *feels off* about your working conditions, refer to the contract to see if you can locate the section that addresses your issue and try to pinpoint the violation. If you can—good. If you can't—that's ok too.
5. The next thing to do *as soon as possible* is contact the LBCCFA Grievance Chair (or a member of the Grievance Advisory Committee or any member of the Executive Board) by e-mail or voicemail, preferably both. Give a brief rundown of your situation, and then leave contact information and times you can be reached to help us get back to you.
6. You'll be contacted promptly, at which time your full story will be heard. You may be asked to write a brief narrative overview to help the Grievance officer and/or Advisory Committee as someone reviews your situation. If possible, we'll tie your issue to the specific contract violation(s), help you schedule the informal conference to resolve your issue with the first line administrator and attend this meeting with you. Many times, talking about the issue with the relevant parties is enough to solve the problem, and no grievance will be necessary. If you are not satisfied at the informal level, we will steer your grievance through the formal levels and timelines.
7. If your situation is one that requires a legal consult, we will help you get the consult through the CCA Regional Office.
8. Remember: not all issues that affect faculty are subject to the grievance process. Grievances can only be filed regarding violations of specific contract language, and faculty may not grieve other faculty. However, each situation is unique, and we will do all we can to assist you.

Your current Grievance Chair:	Dr. Velvet Pearson
On-campus contact information:	vpearson@lbcc.edu, x 4369
Off-campus contact information:	velvetpearson@gmail, 562-505-7260