

## **Grievance Timeline**

**(See Article 4, LBCCD-LBCCFA Master Agreement, 2020-2023)**

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 4.3.1).
5 days	The informal meeting should be scheduled within 5 days of this request (Article 4.3.1).
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 4.4.1).
10 days	The administrator has 10 days to respond in writing (Article 4.4.1.1).
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 4.4.2).
5 days	The VP and grievant shall meet within 5 days to discuss a possible resolution (Article 4.4.2.1).
10 days	If the meeting fails to result in a resolution, the VP has 10 additional working days to respond in writing (Article 4.4.2.2).
10 days	The grievant has 10 days to request that LBCCFA consider mediation (Article 4.4.3).
10 days	LBCCFA has 10 days to file an appeal for mediation with the Vice President of Human Resources (Article 4.4.3).
10 days	LBCCFA and the District have 10 days to request the services of a mediator (Article 4.4.3.1). 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 4.4.4).
10 days	LBCCFA has 10 days to file the request for binding arbitration with the Vice President of Human Resources (Article 4.4.4).
5 days	LBCCFA and the District have 5 days to request a list of arbitrators from the California State Mediation and Conciliation Service (Article 4.4.4). 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.