

**Los Rios Community College District**  
**GRIEVANCE TIME TABLE**  
**LRSA/District\***

Grievant Name: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Telephone (work): \_\_\_\_\_

Address: \_\_\_\_\_

Work Location: \_\_\_\_\_

Issues: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

**12.4** A written grievance must be filed within twenty (20) working days of the time when the grievant knew, or with due diligence should have known, of the event giving rise to the alleged violation.

**Pre-Grievance Dispute Resolution (12.5)**

Date: \_\_\_\_\_

Results: \_\_\_\_\_  
\_\_\_\_\_

**12.5**

**Step 1:** Prior to filing the written grievance, the unit member shall attempt to settle the dispute by meeting with the immediate supervisor.

**Step 2:** Parties should exhaust an alternate dispute resolution process, such as the Interest Based Approach (IBA), before submitting a grievance at Level 1 of this procedure. (See LRSA Contract Article 12 for more information.)

**Level I (12.6.1)**

Date Grievance Filed: \_\_\_\_\_ With: \_\_\_\_\_ (immediate manager)  
Name \_\_\_\_\_

Date Response Due: \_\_\_\_\_ Date of Response: \_\_\_\_\_  
10 working days of the pre-grievance dispute resolution

By: \_\_\_\_\_  
Name \_\_\_\_\_

## Level II (12.6.2)

Appeal Due: \_\_\_\_\_ Date Filed: \_\_\_\_\_ With: \_\_\_\_\_ (President/VP/Designee)  
10 working days – after receipt of decision in level I Name

Date Response Due: \_\_\_\_\_ Date of Response: \_\_\_\_\_  
10 working days

Continue on back

## Level III (12.6.3)

Appeal Due: \_\_\_\_\_ Date Filed: \_\_\_\_\_ With: \_\_\_\_\_ (Chancellor/Designee)  
10 working days – after receipt of decision in level II Name

Date Response Due: \_\_\_\_\_ Date of Response: \_\_\_\_\_  
15 calendar days

By: \_\_\_\_\_  
Name

## Arbitration/Level VI – Board of Review(12.6.4)

Date Appeal Filed: \_\_\_\_\_ Date Board of Review to be Named: \_\_\_\_\_  
10 working days after receipt of written decision of the Chancellor, or designee

Date of Arbitration: \_\_\_\_\_  
Make a reasonable effort for this to occur within 25 working days

Date Decision Due: \_\_\_\_\_ Date Decision Made: \_\_\_\_\_  
20 working days from the date of the close of the hearing

**12.6.5 Except as provided in Section 12.6.4 (j),** the decision of the Board of Trustees shall be final and supersede all previous decisions. The Board of Trustees shall render a final decision within forty-five (45) working days after receipt of the appeal and shall transmit it promptly to all parties in interest.

### General Comments

*\*Time limits may be waived by mutual written consent (12.3.3)*

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Date