

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)*

Date