

## **LRCFT Policy for Grievance Handling—Grievant**

1. **Notification** – Consult a union representative if you believe that management has violated the contract, LRCCD policy or regulation; any federal, state, county or municipal law; or any health or safety regulation.
  - Schedule a meeting with a representative as soon as possible. You have the right to consult a representative about your rights without committing to filing a grievance.
  - You can seek information or you can seek action. If you are merely seeking clarification or information, notify the union representative that you do not want any additional action taken.
  - If you want the representative to act on your behalf, put it in writing—send an email requesting union representation. You also have the option to represent yourself (13.2.1.1.b.).
  
2. **Confidentiality**
  - You have the right to expect your union representative(s) to maintain confidentiality, unless you explicitly grant permission to share relevant information with faculty who are not union representatives or with college or district administrators. After the matter brought to it has been resolved, the LRCFT reserves the right to publicize the specifics of the grievance or grievable matter, without using the grievant’s name or work location.
  
3. **Documentation**
  - Keep a record of all grievance-related interactions with college or district administration, including phone conversations, emails, or text messages.
  - Summarize the issues and events and log them in chronological order to give to your representative.
  - You should also maintain a record of all communication with your union representative, including dates and times of meetings, texts, or phone calls.
  - You can request a copy of any communication between your union representative and college or district administration that was sent on your behalf.
  
4. **Participation**
  - Be an active participant in the grievance process, gather witnesses, provide documentation, and respond to requests from your representative for any additional information as soon as possible.
  
5. **Consultation**
  - During steps 3, 4, or 5 of the grievance process (13.4 through 13.4.9), LRCFT may consult with a legal representative, and you may request a summary of that consultation. You do not, however, have the right to directly consult with the union’s attorney.
  - If you request LRCFT representation in a grievance, you must cooperate fully with the union representative. While the Informal Dispute Resolution process (13.3) is a recommended step in the overall grievance process, it is not mandatory, and you have a right to by-pass that Informal Dispute Resolution process.
  
6. **Complaints**
  - If you believe your rights have been violated by any officer of the union, you have the right to file a complaint through the Internal Dispute Procedure, as identified in the LRCFT By-Laws, Article III.