

6-Step Grievance Procedure

Step 1

INFORMAL: Talk to Your Immediate Administor

Request a meeting with you, your immediate administrator, and your YFA Grievance Officer. During the meeting identify the issue and suggest a solution. Any agreed upon solution should be codified in writing and pends approval by YFA.

Step 2

INFORMAL: EER (EMPLOYER - EMPLOYEE RELATIONS) MEETING

The Association attempts resolution on the faculty's behalf with District administrators.

Step 3

FORMAL / LEVEL 1: WRITTEN GRIEVANCE

Present the grievance in writing to your immediate administrator, including which section of the contract has been violated and the resolution that you are seeking. A personal conference may be called at this stage by either you or your immediate administrator.

Step 4

FORMAL / LEVEL 2: WRITTEN APPEAL TO COLLEGE PRESIDENT

Present your appeal to Step 3 in writing to the College President or designee. A personal conference may be called at this stage by either you or the College President.

Step 5

FORMAL / LEVEL 3: WRITTEN APPEAL TO CHANCELLOR

Present your appeal to Step 4 in writing to the Chancellor or designee. A personal conference may be called at this stage by either you or the Chancellor.

Step 6

ARBITRATION

Request the YFA to submit the grievance to advisory arbitration by the American Arbitration Association (AAA). The decision of the AAA is final and will be submitted to the Board of Trustees, the grievant and the YFA President.