

**TEACHERS ASSOCIATION OF LONG BEACH
GRIEVANCE TIMELINES**

LEVEL	DATE	EVENT	DAYS	DEADLINES	EVENT
INFORMAL	_____	Grievance occurred or employee should have known of the occurrence.	20	_____	A grievant has twenty (20) days to have an informal meeting with her/his site manager.
	_____	Informal Conference with Site Manager.			
	_____	Grievant received Site Manager's response.	5	_____	Grievant should receive a response from Site Manager within five (5) days.
FORMAL STEP 1	_____	Site Manager received grievance.	10	_____	Written grievance to his/her site manager.
	_____	Grievant received response from immediate manager.	10	_____	Written response from immediate manager.
FORMAL STEP 2	_____	Grievant received immediate manager's response.	10	_____	Grievant may file an appeal with Employee Relations Services.
	_____	Grievant received response from Employee Relations Services.	15	_____	Written response from Employee Relations Services.
			4	_____	If a conference is held.
FORMAL STEP 3 <small>This step may be waived by Mutual agreement.</small>	_____	Received response from Employee Relations Services	10	_____	Submit to Employee Relations Services a request for mediation.
FORMAL STEP 4	_____	End of mediation or if Step 3 waived.	10	_____	Submit to Employee Relations to submit to arbitration.
		Date received by Employee Relation Services.			

Association decides if grievance proceeds to arbitration.

DATES

_____ Request list of arbitrators from California Conciliation Service or AAA.
 _____ Hearing date.
 _____ Award received.

DATES

_____ Arbitrator selected.
 _____ Post hearing briefs, if any.