

YC-AFT Local 4952
GRIEVANCE CHAIR
Job Description

I. Grievance Chair, under direction of the Executive Board (Eboard), shall be the primary point of contact and communication between YC – AFT Local 4952 (YCAFT) and Yuba Community College District (YCCD) in all grievances and potential grievances involving YCCD employees covered by the collective bargaining agreement between these parties.

II. Grievance Chair shall be the primary point of contact and communication between YCAFT and The California Federation of Teachers (CFT) concerning all grievances and potential grievances described above. Grievance Chair shall also be the primary point of contact and communication between YCAFT and any legal counsel retained by CFT, YCAFT, or jointly retained by these parties regarding such grievances or potential grievances.

III. Grievance Chair shall receive referrals of all potential grievances from YCCD employees represented by YCAFT, and from members of the Eboard. As directed by the Eboard, Grievance Chair shall contact relevant parties to investigate relevant information regarding such grievances. Grievance Chair may also, with agreement of the Eboard, engage other Eboard members in the process of investigation of grievances and potential grievances brought to his or her attention.

IV. Grievance Chair shall make recommendations to the Eboard concerning whether complaints have merit, what actions to take on behalf of the aggrieved, the extent and duration of involvement of YCAFT in any grievance, and the adequacy of any proposed settlement of grievances. Grievance Chair shall also advise the Eboard regarding all time deadlines and procedures relevant to complaints or grievances according to relevant statutes and the collective bargaining agreement between YCAFT and YCCD. Grievance Chair shall regularly advise the Eboard regarding the nature, status, and disposition of all pending grievances and potential grievances. Grievance Chair shall, therefore, regularly attend Eboard meetings.

V. Grievance Chair shall coordinate with campus reps to provide representation at meetings between YCCD and any employees covered by the collective bargaining agreement between YCCD and YCAFT, when such meetings have disciplinary potential and the employee requests YCAFT participation.