**SKILLED TRADES (KB) UNIT: HOW TO FILE A GRIEVANCE**

Following is some general information about the process for initial filing of a Skilled Trades Unit grievance at the Berkeley campus. Please note that before filing a grievance it is important to read the entire grievance procedure which can be found at the following website address: [Article 22 – Grievance Procedure](http://hrweb.berkeley.edu/sites/default/files/attachments/skilled-crafts-unit.pdf). Many of the commonly asked questions are addressed below.

1. **Who Can Use the Article 22 – Grievance Procedure?**  Employees currently employed in positions covered by the Skilled Trades Unit collective bargaining agreement, and the union. For a list of titles covered by the Skilled Trades Unit collective bargaining agreement please refer to the list of Skilled Trades unit titles: [Skilled Trades unit titles](http://hrweb.berkeley.edu/sites/default/files/attachments/skilled-crafts-unit.pdf)
2. **When Can a Grievance Be Filed?** A grievance must be filed (received) within 30 calendar days after the date on which the employee or the union knew or could be expected to know of the event or action giving rise to the grievance. The date of receipt in Labor Relations will determine timeliness.
3. **Where Can a Grievance Be Filed?** All grievances must be filed with Labor Relations, 192 University Hall, 2199 Addison Street, University of California, Berkeley, Berkeley CA, 94720-3540.
4. **What Form is used to File a Grievance?** All Skilled Trades Unit grievances must be filed on the Skilled Trades Unit grievance form which can be downloaded from the Labor Relations web site: [Skilled Trades Grievance Form](http://hrweb.berkeley.edu/sites/default/files/attachments/GrievanceForm_KB_ACBCTC_SkillTrades.pdf)
5. **Where Can Additional Information about the Grievance Procedure be Obtained?** Contact information for the Alameda County Building and Construction Trades Council (ACBCTC), the union that represents Skilled Trades Unit employees can be found at the following website address: [Union Contact Information](http://hrweb.berkeley.edu/labor/general/summary). Campus Labor Relations can also provide information and can be reached by email ([labrel@berkeley.edu](mailto:labrel@berkeley.edu)) or by telephone (643-6001).