**PROFESSIONAL LIBRARIAN (LX) UNIT: HOW TO FILE A GRIEVANCE**

Following is some general information about the process for initial filing of a Professional Librarian 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 24 Grievance Procedure](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/lx/docs/lx_2013-2018_24_grievance-procedure.pdf). Many of the commonly asked questions are addressed below.

1. **Who Can Use the Article 24 – Grievance Procedure?**  Employees currently employed in positions covered by the Professional Librarian Unit collective bargaining agreement, and the union. To find out if you position is covered by Article 24, please go to the following website: [Professional Librarian unit titles](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/lx/docs/lx_2013-2018_01_recognition.pdf)
2. **When Can a Grievance Be Filed?** A grievance must be filed (received) within 30 calendar days after the date on which the Librarian or the union knew or could be expected to know of the event or action giving rise to the grievance or within 15 calendar days of the date of separation of the Librarian, whichever occurs first.
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 Professional Librarian Unit grievances must be filed on the Professional Librarian Unit grievance form which can be downloaded from the Labor Relations web site: [Professional Librarian Grievance Form](http://hrweb.berkeley.edu/sites/default/files/attachments/GrievanceForm_Librarians.pdf)
5. **Where Can Additional Information about the Grievance Procedure be Obtained?** Contact information for the UC-AFT, the union that represents Professional Librarian 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) or by telephone (643-6001).