**CLERICAL (CX) UNIT: HOW TO FILE A GRIEVANCE**

Following is some general information about the process for initial filing of a Clerical 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 7 Grievance Procedure](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/docs/cx_2011-2016_07_grievance-procedure.pdf). Many of the commonly asked questions are addressed below.

1. **Who Can Use the Article 7 – Grievance Procedure?**  Employees currently employed in positions covered by the Clerical Unit collective bargaining agreement, and the union. For a list of titles covered by the Clerical Unit collective bargaining agreement please refer to the list of clerical unit titles: [clerical unit titles](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/docs/cx_2011-2016_a_systemwide-salary.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. If the grievance is mailed, the date of the postmark will determine timeliness. If it is hand delivered, 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 Clerical Unit grievances must be filed on the Clerical Unit grievance form which can be downloaded from the Labor Relations web site: [Clerical Grievance Form](http://hrweb.berkeley.edu/sites/default/files/attachments/GrievanceForm_TEAMSTERS_CUE.pdf)
5. **Where Can Additional Information about the Grievance Procedure be Obtained?** Contact information for Teamsters 2010, the union that represents Clerical 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).