

Common Course Outline
LBST 113
Grievance and Arbitration
3 semester hours

Description

Grievance and Arbitration

Examines the grievance procedure of a collective bargaining agreement; examines the components of an arbitration case.

Prerequisite: (ENGL 052 or LVE 2) or (ESOL 052 or LVE 2), (RDNG 052 or LVR 2)

Overall Course Objectives

Upon completion of this course, a student will be able to:

1. Read and understand all clauses of a typical collective bargaining agreement
2. Evaluate the grievance procedure in the contract
3. Appreciate the vocabulary of grievance handling
4. Judge the various methods for processing a grievance
5. Identify the importance of internal organizing for the grievance procedure
6. Distinguish all laws which apply to grievance handling
7. Successfully investigate and present a mock grievance
8. Evaluate the arbitration process
9. Prepare and present a mock arbitration case
10. Distinguish various methods for using the grievance process to increase membership involvement

Major Topics

- I. The components of a collective bargaining agreement
 1. Economic clauses
 2. Contract language
 3. The grievance procedure
 4. The arbitration clause
 5. The recognition clause

- II. How to prepare and present a grievance
 1. Doing a preliminary investigation
 2. Filling out the fact Sheet
 3. Developing a strategy for the grievance

- III. The Laws applicable to grievances
 - 1. The National Labor Relations Act
 - 2. The concept of exclusive representation
 - 3. The Duty of Fair Representation since *Vaca v. Sipes*
 - 4. Other laws (FMLA, OSHA) that affect the workplace
 - 5. *Collyer Wire* and the practice of deferral
- IV. The practice of arbitration
 - 1. How to prepare a case
 - 2. Selecting an arbitrator
 - 3. Presenting a case
 - 4. Writing a brief

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- A written mid-term exam
- A written final exam
- Presentation of a mock grievance case
- Presentation of a mock arbitration case

Other Course Information

Individual faculty members may include additional course objectives, major topics and other course requirements to the minimum expectations stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests.

We take seriously our responsibility to maintain high-quality programs and will periodically ask you to participate in assessment activities to determine whether our students are attaining the knowledge, attitudes and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups or portfolio evaluations. We ask that you take these activities seriously so that we can obtain valid data to use for the continuous improvement of CCBC's courses and programs.