

## **Title: Employee Grievance Policy**

0	Initial Action:	2-26-81 and 4-13-81
0	Board Resolution:	81-009, 81-022, 99-056, 99-134,17-042, 24-002
0	Last Revised	
	o Policy:	1/25/2024
	o Procedure:	1/25/2024
0	Last Reviewed:	1/2024
0	Effective:	1/25/2024
0	Next Review:	1/25/2027
0	Responsibility:	Executive Director of Human Resources

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### **Policy:**

Full-time staff and full-time faculty who have successfully completed their probationary period and are not temporary employees as outlined in an offer letter by Human Resources, may use the grievance procedure outlined in this policy to file a complaint with the College regarding: (1) the employee's own working conditions, or (2) disciplinary action taken against the employee. Other complaints are not subject to this procedure. For complaints related to discrimination, harassment or retaliation, see the College's Nondiscrimination and Harassment Policy for reporting procedures.

### **Guidelines:**

- An employee who fails to meet the time requirements for filing a grievance or appeal waives their right to do so and the process will end.
- The College has discretion to suspend an employee, with or without pay, pending an investigation of a complaint, if it determines such action is necessary.
- Any employee who files a complaint in bad faith will be subject to disciplinary action, up to and including termination.

Procedures may be modified if the grievance is filed against an administrator or executive level employee.

### **PROCEDURES:**

Employees are expected and encouraged to inform their supervisor of any problems or concerns. If an issue cannot be resolved with the immediate supervisor, the employee should proceed to the next level of supervision up to and including the Vice President. If an issue subject to this policy remains unresolved, the employee may file a formal written

grievance pursuant to the below procedure.

**Formal Grievance:**

**Step 1:** If an employee is dissatisfied with the outcome of a complaint that has been reviewed by the individual's supervisor and the next level of supervision up to and including the Vice President, or the issue cannot be resolved within the employee's chain of command because the complaint involves the individual's supervisor and/or the next level of supervision up to and including the Vice President, an employee may file a formal written grievance with the Office of Human Resources within 10 business days of the last in-person meeting on the issue.

The grievance must contain the following information:

- Nature of the complaint.
- Rationale for the grievance as well as supporting evidence or other information.
- Remedy or corrective action requested.
- Identification of the steps that have been taken to resolve the problem.
- Signature of the complainant and date.

**Step 2:** Depending on the nature of the grievance, a College administrator, who is outside the chain of command of the area(s) from which the grievance originates, will be selected to investigate the grievance. The administrator may schedule a conference with appropriate personnel and request additional documentation it deems necessary to complete the investigation. A written decision will be prepared by the administrator. The College administrator will communicate the outcome to the grievant and respondent, if applicable, within 10 business days of the conclusion of the investigation.

**Appeal of a Grievance Decision:**

If an employee is not satisfied with the decision or proposed resolution, they may appeal the decision in writing to the Office of the President within 10 business days of receipt of the decision. The written appeal must state the reason for the appeal and include any supporting evidence the aggrieved employee would like the College to consider.

The President or their designee will review the appeal and may, at their discretion, hold a conference with the complainant or other involved individuals. The President or their designee shall provide a final written decision to the complainant, and respondent if applicable, within 10 business days of the conclusion of the review. The President's, or designee's, decision is final.

**Grievance Form**  
(Attach additional sheets if necessary)

Employee: \_\_\_\_\_ Date \_\_\_\_\_

**Nature of the complaint:**

**Rationale for the grievance:**

**Remedy or corrective action requested:**

**Steps taken to resolve problem:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_