

Procedure Type: Support Staff

Procedure Title: Grievance Procedure

Who Does This Procedure Affect: All Support Staff

Purpose: The purpose of this procedure is to explain how to file a grievance and the steps in the grievance procedure.

Procedure Statement:

The District recognizes that problems involving employer-employee relations will arise from time to time. The District believes that it is in the best interest of both the College and the employee to resolve these matters as soon as possible at the earliest possible stage. In order that employees may be assured fair consideration of their problem(s), a means of review and appeal, without prejudice, to higher levels of authority has been established. The procedure is as follows:

A. Informal Stage

The employee should first attempt to adjust the grievance informally by discussing it with his/her supervisor.

B. Formal Stage

Step 1: If the matter is not resolved to the employee's satisfaction through informal discussion, the employee may proceed to the formal stage by presenting the grievance in writing to the immediate supervisor, describing the problem and the desired adjustment. See Appendix C for Grievance Form. The grievance must be presented to the immediate supervisor within ten (10) working days of its occurrence. The immediate supervisor must respond in writing within ten (10) working days.

If in any instance where the grievance is against the immediate supervisor, the grievance should go directly to Step 2.

Step 2: If the employee is not satisfied with the answer at Step 1, he/she may present the grievance in writing to the administrator responsible for the employee's area within ten (10) working days from the answer given at Step 1. The administrator must respond in writing within ten (10) working days.

Step 3: If the employee is not satisfied with the answer at Step 2, he/she may present the grievance in writing to the Vice President of Administration within ten (10) working days from the answer given at Step 2. The Vice President of Administration must respond in writing within ten (10) working days.

Step 4: If the employee is not satisfied with the answer at Step 3, he/she may present the grievance in writing to the President within ten (10) working days from the answer given at Step 3. The President will select a Support Staff Grievance Panel. Panel members will consist of two Support Staff members, two Administrators, and a fifth member who is selected by the other four members. This fifth member may or may not be a College employee. The decision by the Support Staff Grievance Panel will be final and binding on all parties.

If the supervisor, administrator or vice president is not available, the College may appoint a designee to respond to the grievance.

C. Dismissed Employee

A due process procedure is also afforded to an employee whose disciplinary action results in dismissal. The employee will be given notice of the dismissal, be given an opportunity to be heard, and will be entitled to a decision after he/she has been heard.