

<b>Unit/Department</b>	Human Resources	<b>Procedure:</b>	Employee Grievance
<b>Applicable regulations - Federal/State/Board/College</b>	Board Policy 793;		
<b>Accountable Administrator:</b>	President	<b>Position responsible for review:</b>	Human Resources
<b>Original Date:</b>	10/11/2017	<b>Executive Team approval date:</b>	
<b>Date Posted on Web:</b>		<b>Revised:</b>	<b>Reviewed:</b>

**Purpose:**

The College provides a grievance procedure to promote prompt and responsible resolution of issues raised by staff and administrators. Employees covered by labor agreements will follow grievance procedures in the appropriate collective bargaining agreement.

**Procedures:**

**Step 1:** The employee will discuss the matter openly with their direct supervisor. If the matter cannot be satisfactory resolved within ten (10) business days of the initial discussion, the grievance will move to Step 2.

**Step 2:** The employee will state the matter clearly and completely in writing and present the statement to the appropriate Executive Team (ET) member, with a copy to the direct supervisor.\* Within ten (10) business days of receipt of the written statement, the appropriate ET will provide the employee with a written response. If the employee does not feel the matter has been resolved satisfactorily the employee may proceed to Step 3.

\*When the ET is the direct supervisor, the employee will move directly to Step 3, with ten (10) days to provide a written statement to the President.

**Step 3:** The employee will submit the written statement to the President, with in five (5) business days of the written response from Step 2. The President will give full consideration to resolving the problem. The President will reply to the employee in writing within ten (10) business days of the receipt of the written statement. The decision of the President is final.

The Office of Human Resources will be responsible for:

- tracking the compliance of the identified timelines
- retaining all documentation from the grievance
- ensure follow through on resolution of the grievance, in partnership with appropriate responsible supervisor and ET.