


PROCEDURE MANUAL

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		Last Revision Date: 04-22-2020	
Effective Date: 01-11-99			
Section:	Personnel	Subject:	Grievance

PURPOSE

The Grievance Procedure is to afford full-time employees an opportunity to resolve disagreements that have not been successfully remedied otherwise.

PROCEDURE


1. Definitions

- 1.1 *Grievance* is a complaint involving either an alleged violation, misinterpretation, or inappropriate application of a College policy or procedure, excluding charges of harassment, discrimination, employee discipline or separation from employment. (See 455.2 for Grievance of Specified Civil Rights, 460.1 Prohibition Against Sexual Harassment, 475 Separations from Employment and 477.1 Employee Discipline).
- 1.2 *Petitioner* is the person initiating the grievance.
- 1.3 *Respondent* is the person against whom the grievance is directed or in situations deemed appropriate by the College an administrator assigned by the College President or designated representative.

2. Informal Resolution

- 2.1 Before initiating the grievance process, the prospective petitioner will make every effort to resolve the problem at the division or department level by communicating the substance of the problem to the division or department supervisor and meeting with the supervisor to discuss the problem. These steps must be taken within twenty (20) calendar days after the event giving rise to the grievance.
- 2.2 If a petitioner is unable to resolve the problem at the division or department level and wants to pursue the resolution further, the petitioner may request the intervention of the next level of supervision; Vice President, Dean, Associate Dean or Director responsible for the petitioner's division or department.
- 2.3 The next level supervisor will review and to the extent deemed appropriate will attempt to resolve the problem and will notify the petitioner in writing of the action or decision within fourteen (14) calendar days.
- 2.4 The all parties involved will keep a record of informal discussions held.

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3. Formal Resolution

- 3.1 If a petitioner does not believe the problem has been satisfactorily resolved after discussion with Vice President, Dean, Associate Dean or Director the petitioner may file a formal written grievance with Human Resources within ten (10) calendar days after meeting with the highest level of supervision. (See Grievance Form)
- 3.2 Human Resources shall discuss the grievance with the employee and others involved or having information pertinent to the issue.
- 3.3 The Chief Human Resources Officer will render a decision in writing to the petitioner within fourteen (14) days.
- 3.4 If the petitioner does not agree with the recommendation from the Chief Human Resources Officer an appeal to the President of the College can be submitted within seven (7) calendar days.

4. President's Review and Decision

- 4.1 The recommendation of the Chief Human Resources Officer will be reviewed by the College President after which the President will render a decision.
- 4.2 The President can conduct interviews with the petitioner and others involved with the grievance including the Chief Human Resources Officer.
- 4.3 The President's decision will be submitted in writing to the petitioner, respondent and Chief Human Resources Officer within fourteen (14) calendar days of the receipt of the recommendation. For good cause, the President may extend the fourteen (14) calendar day requirement to no longer than a maximum of twenty-one (21) calendar days.
- 4.4 The decision of the President is final and not subject to appeal or other internal review. (Responsibility of the President of the College-Policy 202)

5. The District Governing Board will neither hear nor decide matters that are or should be the subject of a grievance handled under this procedure. Any attempt by an employee to circumvent or avoid the requirement of this procedure may be ground for disciplinary action.