Procedure for Faculty/Staff Grievances

A "grievance" is defined as an alleged violation of Board of Education policies or administrative regulations that apply to all employees. Individual or group grievances of employees shall be filed within 60 calendar days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. Grievances shall be addressed as follows:

Step 1:

- The grievance shall first be discussed in a conference setting with the immediate supervisor and an attempt made to settle the dispute at this level.

Step 2:

- The grievance shall be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The individual shall make a written decision within 10 working days. The employee may be assisted by a person of his own choosing at any step of the grievance procedure.

Step 3:

- If the grievance is not solved at Step 2, the employee then may present the grievance to the Director of personnel who shall conduct a hearing within 10 working days of receipt of a written grievance and shall render a decision within 10 working days of the hearing.

Step 4:

- If the grievance is not solved at Step 3, the employee then may present the grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 3 and shall render a written decision within 10 working days of the hearing.

Step 5:

- If the grievance is not solved at Step 4, the employee may request a hearing before the Board of Education, which will be held within 15 working days of receipt of the report of Step 4. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

An employee may discuss any problem at any time with any supervisor or administrator in the college.

Reviewed: June 3, 2026 by TCR Administration