



Employee Grievance Policy

In the interest of the equitable and efficient operation of the college, employees shall be afforded a mechanism for resolving grievances at the lowest possible administrative level and shall be assured an opportunity for orderly presentation and review of complaints without fear of reprisal. This policy applies to all professional and classified staff except the college director.

Except as noted herein, an employee may grieve any action which violates or inequitably applies Board or college policies or procedures and which adversely affects the employee's working conditions. Grievances must be filed within fourteen days of the date the employee knew or reasonably should have known about the action.

The following matters are not grievable under this policy:

- Matters over which the employer is without authority to act.
- Evaluations (see policy on evaluations)
- Dismissals, nonrenewals, reduction-in-force, suspensions, disciplinary actions (see policy on due process)
- Reassignments except that a reassignment of a faculty member which results in a reduction in pay or a loss of due process rights shall be grievable

Individual or group grievances of employees shall be resolved 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 render 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: The employee shall submit his/her written grievance to the director of personnel within ten (10) working days of receipt of the supervisor's response. The director shall review all documentation regarding the grievance. The director of personnel may conference with the employee, supervisor, and any other relevant parties in an attempt to resolve the grievance at this stage. The director of personnel shall have fifteen (15) working days to issue a written decision and proposed resolution. If the employee is satisfied with the director's response, he/she shall provide a written statement to that effect within ten (10) working days. All documentation referenced in Step 2 and Step 3 shall be preserved in the employee's personnel file. If the employee is not satisfied with the director's response, he/she shall proceed to Step 4.

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- Step 4: The employee shall submit his/her written grievance to the superintendent within ten (10) working days of receipt of the director's response. The superintendent shall review all documentation regarding the grievance and shall conduct a hearing within ten (10) working days of receipt of the employee's grievance. The superintendent may include the employee, supervisor, director, and any other relevant parties in the hearing in an attempt to resolve the grievance at this stage. The superintendent shall have ten (10) working days after the hearing to issue a written decision and proposed resolution. If the employee is satisfied with the superintendent's response, he/she shall provide a written statement to that effect within ten (10) working days. All documentation 1 ---- File: GBK-R referenced in Step 2, 3 and 4 shall be preserved in the employee's personnel file. If the employee is not satisfied with the superintendent's response, he/she shall proceed to Step 5.
- Step 5: The employee shall submit his/her written grievance and a request for review to the Board of Education within 10 working days of receipt of the superintendent's response. The Board of Education shall meet to review all documentation regarding the grievance within fifteen (15) working days of receipt of the request for review. The Board's review of the grievance may be held in executive session at the request of the employee. The Board may include the employee, supervisor, director, superintendent and any other relevant parties in the review in an attempt to resolve the grievance at this stage.

The Board shall issue a written decision within fifteen (15) days of the review. The decision of the Board shall be final.

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

If the employee fails to comply with the steps and timelines outlined in this policy, the District shall not consider the grievance further or take any further action on the grievance.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any district supervisor or administrator. Depending on the nature of the problem, the employee may be directed to address the problem through the steps outlined above.