



## **417 POLICY - Employee Grievances**

### **417.1 Statement of Policy**

An employee who feels that he or she has been treated unfairly may raise the issue through a grievance. Termination of employment, suspension, demotion, and reduction in force are not matters that can be grieved. The Nondiscrimination Policy and the related procedure govern resolution of complaints alleging prohibited discriminatory action are found under Policy 510: Nondiscrimination and complaints. The Sexual Harassment Policy and the related procedure govern resolution of complaints alleging sexual harassment are found under Policy 503: Sexual Harassment. All other situations, not specifically identified above, where an employee feels they have been treated unfairly should be handled under Policy 417: Employee Grievances.

### **417.2 Informal Resolution**

The employee must seek informal resolution of the matter before filing a formal grievance. The employee must first present the grievance to his or her immediate supervisor. If the grievance is against an individual other than the immediate supervisor, that individual shall be included in the informal resolution process. If the grievance is not resolved, the employee may then seek formal resolution.

### **417.3 Formal Resolution**

Before filing a formal grievance, an employee must first seek informal resolution of the grievance. If an informal resolution is not reached, an employee may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual.

Adopted 1995  
Revised February 2001  
Revised February 2002  
Revised September 2008  
Revised December 2010  
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## **417 PROCEDURE - Employee Grievances**

### **417.1:1 Statement of Procedure**

Termination of employment, suspension, demotion, and reduction in force are not matters that can be grieved. Separate policies and procedures govern resolution of those matters. The Sexual Harassment Policy (No. 503) and related procedure govern resolution of complaints alleging sexual harassment are found under item 503. The Nondiscrimination Policy (No. 510) and related procedure govern resolution of complaints alleging discriminatory action are covered under item 510.

### **417.3:1 Formal Resolution**

A formal grievance must be filed within twenty (20) business days from the event or action which is grieved. Failure to first seek an informal resolution, or failure to file the formal grievance within this twenty (20) day period, will constitute a waiver of any right to pursue the grievance.

The formal grievance must be submitted, in written form, to the grievant's immediate supervisor. If the grievance is against an individual other than the immediate supervisor, that individual must be given the opportunity to submit a written response to the grievance.

If the grievance is not resolved at this level, the grievant may submit the grievance to the individual at the next level of administration above the immediate supervisor. Absent resolution, the grievant may present the grievance at each succeeding level of administration, proceeding up the organizational flow chart, to the staff person who reports to the President who has administrative authority over the grievant.

At each level of the formal grievance process, the grievance must be submitted in writing; the individual whose action is grieved shall be given the opportunity to respond; and written notice of the decision shall be given to both parties, within ten (10) business days after submission of the response to the grievance. The decision of the staff person who reports to the President shall be the final College decision on all formal grievances.

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Revised February 2001  
Revised July 2008  
Revised February 2011