

GRIEVANCE PROCEDURE - (For personnel excluding faculty and custodial/ maintenance)

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's or the employees' rights, according to Board policy, have not been respected.

Whenever an employee feels that the employee's rights, according to Board policy, have not been respected by the College and has been unable to resolve the problem by informal means, the person, individually or with another College employee as a representative, shall discuss the grievance with the immediate supervisor.

This discussion shall occur no later than 10 working days from the time Grievant became aware of, or in the exercise of reasonable diligence should have become aware of, the event giving rise to the grievance.

- A. If, as a result of the informal discussion with the supervisor a grievance still exists, the Grievant may, no later than 20 working days following the discussion, invoke formal grievance procedures in writing which will include:
1. a concise statement of the grievance;
 2. a general statement of the relevant facts which form the basis for the complaint, citing the relevant sections(s) of Board Policy;
 3. the date of the alleged occurrence;
 4. an indication of the resolution sought;
 5. an account of any attempts at resolution through informal means;
 6. the signature of the Grievant; and
 7. the date the grievance is submitted to the employee's immediate supervisor.

Two copies of the grievance shall be filed with the President of the College or a representative designated by the President and two copies with the immediate supervisor.

- B. Within seven working days from the date of filing, the President of the College or his/her designee shall meet with the Grievant in an effort to resolve the grievance. The President or his/her designee shall indicate his/her disposition of the grievance in writing within seven working days of this meeting.
- C. If the Grievant is not satisfied with the disposition of the grievance by the President or designee, or if no disposition has been made within the time limits in Paragraph B, the grievance shall be transmitted within 10 working days to the Board of Trustees by filing a written copy thereof with the Chair of the Board. The Grievant and/or his/her representative shall have the right to present oral arguments in his/her behalf to the Board. The Board shall dispose of the grievance

within 10 working days by notifying the Grievant in writing and shall state its reason in the event the grievance is denied.

- D. No reprisals of any kind shall be taken against any employee for any participation in any grievance.
- E. The number of days indicated at each level shall be considered as maximum and every effort should be made to expedite the process. However, the time limits may be extended by mutual consent.
- F. No records dealing with a grievance shall be filed as part of the personnel files of the participant(s).
- G. The Grievant may withdraw his/her grievance at any level.
- H. Failure to meet the time limits set forth in the above procedures shall be deemed a default by the party failing to meet the time limit unless an extension is approved by the other party.

Faculty and custodial/maintenance employees should follow the Grievance Procedures outlined in their respective bargaining agreements.