



BOARD POLICY

BOARD POLICY SERIES NUMBER: 314

TITLE: GRIEVANCES FOR ADMINISTRATIVE EMPLOYEES

Purpose:

This policy is intended to provide a method for non-represented employees to seek a fair and impartial review of employment-related concerns.

This policy does not apply to represented employees who are covered by the grievance and arbitration procedures in their applicable collective bargaining agreements.

This policy also does not apply to concerns regarding discrimination, harassment or retaliation, or requests for workplace accommodations. In those situations, employees should refer to the College's EEO Policy and Administrative Procedure.

Steps in the Grievance Process:

Step 1 – Supervisor

Employees should discuss their concern with their supervisor as soon as possible. Concerns raised more than five (5) business days after the issue occurs will be considered untimely unless this was beyond the employee's control, and will be addressed at the supervisor's discretion. The supervisor should attempt to resolve the concern as quickly as possible, and provide a written response within five (5) business days. If the grievance concerns a decision or action by the supervisor, the employee may skip this step and proceed to Step 2.

Step 2 – Unit Administrator

If the employee is not satisfied with the supervisor's response at Step 1, or Step 1 has been skipped, the employee may submit a written grievance to his or her Unit Administrator, or the Vice President of the division if there is no Unit Administrator. The grievance will be considered untimely and will be addressed at the Unit Administrator's discretion if raised more than five (5) business days after the supervisor's resolution in Step 2, or five (5) business days after the occurrence if Step 1 was skipped. Grievance forms are available from the Human Resources Office. A written response from the Unit Administrator should be made within five (5) business days after receiving the employee's written grievance. If the grievance concerns a disciplinary action by the Unit Administrator, the employee may skip this step and proceed to Step 3. Otherwise, the response by the Unit Administrator is final.

Step 3 – President

If an employee is not satisfied with a Unit Administrator's response at Step 2 regarding a disciplinary action, or if Step 2 has been skipped, the employee may submit the written

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grievance, along with any written response from Step1 or Step 2, to the President. Grievances submitted to the President more than five (5) business days after the Step 2 decision, or five (5) business days after issuance of the disciplinary action if Step 2 has been skipped, shall be considered untimely and will be addressed solely at the President's discretion. The President should issue a written response within ten (10) business days. The President's decision is final.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 10/14/2015

DATE OF LAST REVIEW: 10/14/2015 by Board