

EMPLOYEE GRIEVANCE POLICY- BP 2.13

Legal Authority: 23 NCAC 2C .0210

Approval: April 19, 2011

Revision:

Employee Grievance Policy

Purpose

The grievance Policy establishes an appeal process for all employees of the College who seek relief from a work-related problem that cannot be resolved through less formal measures involving supervisors and/or mediation.

Definition

A grievance is an employee allegation that a work-related problem or condition is unfair, inequitable, discriminatory, offensive, and/or a hindrance to effective job performance.

Applicability

This procedure does not apply to dismissal, layoff, non-renewal, or other matters of employment status unless there is a contention that any such action was in violation of written College policies, procedures, regulations, or in violation of any applicable federal or state law.

Timeliness

A grievance must be presented with “reasonable promptness.” If processing time limitations are not met by the administrator at each step, the employee may then request higher administrative assistance in obtaining requested relief. If the employee does not meet the stated time limitations, the grievance will be dismissed, and such grievance cannot be resubmitted.

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