

Related Board of Trustees Policy: BP 3.13
OPR: Vice President for Administration
Approved: November 4, 2025
Previous Editions: May 2012

EMPLOYEE GRIEVANCES

An employee may initiate a Grievance to formally allege a violation, inequitable application, or misinterpretation of a specific College rule, regulation, policy, or procedure pertaining to the employment relationship between the employee and the College. Such allegations may include a concern that a work-related problem or condition is unfair, inequitable, or is a hinderance to the effective performance of the employee's job.

The Employee Grievance procedure provides equitable and orderly processes to resolve grievances other than dismissal, reduction in force, 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. The grievance procedure also does not apply in cases such as Title IX, disability, or other issues which are governed by other College policies and procedures.

Should an employee feel that they have been the subject of a “grievable” action, they should follow these procedures to ensure their grievance is acknowledged, processed, and resolved in accordance with College policies and procedures.

Employees are strongly encouraged to make maximum use of Human Resources consultation, guidance, and mediation throughout the grievance process.

Step 1: Informal Human Resources Consultation

Employees should first discuss the prospective grievance informally with Human Resources, within fifteen (15) calendar days following the event giving rise to the grievance. The employee has the option whether to have the supervisor present at the initial meeting or at any subsequent discussion or mediation sessions.

Step 2: Supervisor

If informal discussion does not result in a resolution, the employee may submit a formal grievance, in writing, within fifteen (15) calendar days of initially consulting Human Resources, addressed to both the supervisor and Human Resources. The grievance must cite the specific

policy, procedure, or practice alleged to have been violated, misinterpreted, or inequitably applied.

However, if the grievance alleges misconduct or bias by the immediate supervisor, the employee should proceed directly to Step 3.

The supervisor, with the assistance of Human Resources, will address the grievance fairly and promptly, seeking a mutually agreeable resolution between the employee, the supervisor, and any other involved parties, generally within fifteen (15) calendar days after the grievance is presented by the employee. The supervisor will notify the employee and Human Resources of any decision(s) in writing.

Step 3: Second-Level Supervisor

If a resolution is not achieved in the foregoing step, the employee may escalate the grievance to the second-level supervisor (supervisor's supervisor) in writing, within fifteen (15) calendar days of receiving the supervisor's decision. The second-level supervisor may disallow an escalated grievance that is not submitted in a timely manner.

The employee and/or supervisor may request Human Resources participation in discussions and/or mediation between the employee, supervisor, and second-level supervisor.

The escalated grievance must cite the specific policy, procedure, or practice alleged to have been violated, misinterpreted, or inequitably applied, and also cite the alleged reason(s) the grievance was not resolvable in Step 2 (to include, as applicable, alleged misconduct or bias by the supervisor).

The second-level supervisor will make a determination regarding the escalated grievance fairly and promptly, generally within fifteen (15) calendar days from receipt of the grievance. The second-level supervisor will notify the employee, the supervisor, and Human Resources of any decision(s) in writing.

Step 4: Vice President

If the employee is not satisfied with the second-level supervisor's proposed resolution, the employee may escalate the grievance to the applicable vice president, in writing, within fifteen (15) calendar days of receiving the second-level supervisor's decision. The vice president may disallow an escalated grievance that is not submitted in a timely manner.

The escalated grievance must cite the specific policy, procedure, or practice alleged to have been violated, misinterpreted, or inequitably applied, and also cite the alleged reason(s) the grievance was not resolvable in Steps 2 and 3.

The vice president will determine whether the review will consist solely of written materials or include interviews and decisions with Human Resources, the employee, supervisor, and/or second-level supervisor. With prior approval of the President, the vice president may consult with the College's General Counsel.

The vice president will make a determination regarding the escalated grievance fairly and promptly, generally within fifteen (15) calendar days from receipt of the grievance. The vice president will notify the employee, the supervisor, second-level supervisor, and Human Resources of any decision(s) in writing.

Step 5: President

If the employee remains unsatisfied with the grievance's proposed resolution(s), the employee submit a final grievance to President, in writing, within fifteen (15) calendar days of receiving the vice president's decision. The President may disallow a final grievance that is not submitted in a timely manner.

The final grievance must cite the specific policy, procedure, or practice alleged to have been violated, misinterpreted, or inequitably applied, and also cite the alleged reason(s) the grievance was not resolvable in Steps 2 through 4.

The President will determine whether the review will consist solely of written materials or include interviews and decisions with Human Resources, the employee, supervisor, and/or second-level supervisor. At his/her discretion, the President may consult with the College's General Counsel.

The President will make a determination regarding the final grievance fairly and promptly, generally within fifteen (15) calendar days from receipt of the grievance. The President will notify the employee, the supervisor, second-level supervisor, applicable vice president, and Human Resources of any decision(s) in writing.

The President's decision is final.