

**GRIEVANCE POLICY**

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Employees have the right to grieve an action by another employee or student if the grievance relates to improper conduct including, but not limited to, any type of harassment, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person. The college does not tolerate actions by employees, students, or residents of the college service area that interfere with student learning and safety or with the employee's ability to fulfill their assigned duties.

- Those grieving any form of harassment by others on campus should seek redress via an appropriate administrator of the college by using the formal grievance procedure.

Residents of the college service area are welcome to raise concerns about the policies or college personnel actions as they relate to the orderly conduct of the college. Residents' concerns related to college operation should be submitted in writing to the college Chancellor.

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**Policy History:**

January 8, 2024  
January 8, 2018      July 7, 2014  
January 1, 2011      January 27, 2009  
March 26, 2007  
March 28, 2005  
July 30, 2001

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**GRIEVANCE PROCEDURE**

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1. Any employee may present a grievance, and their desired outcome, either verbally or written to the Director of Human Resources within five workdays after a particular incident occurs.
2. The Director of Human Resources may review the incident being grieved by conducting in-person meetings with all persons involved, talking to any witnesses, and reviewing appropriate policies and procedures. Upon completion of the review, the Director of Human Resources will provide a written response to both the employee(s) presenting the grievance and the employee(s) being grieved. The written response will be provided within five workdays after the initial presentation is received, in an attempt to reconcile the grievance.
3. If the Director of Human Resources' response is not satisfactory to the grieving employee(s), the grieving employee(s) shall submit a formal written grievance letter to the Chancellor within three workdays of receiving the unsatisfactory response.
4. The Chancellor will review the grievance and make a final determination. The Chancellor will provide a written response to both the employee(s) presenting the grievance and the employee(s) being grieved within ten working days. The Chancellor may decide to convene a Grievance Committee consisting of the Chancellor, the Vice Chancellor for Finance, and the Vice Chancellor for Academics, in order to reach a final resolution.
5. All documentation will be filed in the Human Resources office.

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**Procedure History:**

December 5, 2023  
March 16, 2016

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