

## GRIEVANCE POLICY

---

Staff and community members have the opportunity to formally raise a concern or grieve an action taken by a part-time or full-time member of the college staff or a student enrolled at the college at the time of the occurrence.

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 students, staff, or residents of the college service area that interfere with student learning and safety or with the staff's ability to fulfill the duties assigned to each employee.

- 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.
- Immediate supervisors should first receive employee grievances informally. If an informal discussion of the issue fails to reach a resolution, implementation of the formal grievance process should occur.

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.

HLC Criterion: 2A.2

---

### Policy History:

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

---

**GRIEVANCE PROCEDURE**

---

1. Any employee may present a grievance orally to his/her supervisor within five workdays after a particular incident occurs.
2. The supervisor shall give an answer within 48 hours or two workdays after presentation of the grievance.
3. If the answer from the supervisor is not satisfactory to the employee, the employee shall within three workdays, submit a formal written grievance letter to his/her immediate supervisor.
4. The supervisor shall meet with the employee and give a formal written answer to the employee within five workdays in an attempt to reconcile the grievance.
5. If the grievance is not reconciled at this point, the grievance shall then be submitted to the Chancellor within three workdays.
6. The Chancellor may meet with all parties, and then shall respond to the grievance within five workdays. Final responses should be written and may be submitted to Human Resources to be kept on file.

---

**Procedure History:**

March 16, 2016

---