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Date Adopted	Approved By President:	Date:
08-01-93 (AC)		

1. PURPOSE:

The purpose of this section is to define employee grievance procedures.

2. PROCEDURE:

Aggrieved parties should seek informal resolution of complaints and should use in-house grievance procedures.

All complaints against the college, its faculty or staff should be brought to the attention of the complainant's immediate supervisor. Grievances should be resolved by the parties concerned whenever possible.

Where such matters are not resolved or the complaint is against the immediate supervisor, a written complaint should be made to the next supervisory level as soon as practical (and by federal law within one year of the incident).

Action on any written complaint may be appealed up through the organizational structure to the appropriate vice president.

Within sixty (60) days from the time a written complaint is filed, a written record will be made by the official(s) acting on the complaint. This record will include the names of the parties, the circumstances, and the action taken in response to the complaint.