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	Related Procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Legal Citation (if Applicable)	Board Approval/Revision: 9 March 2015 Revised 18 June 2015 Revised 01 September 2016	

Policy Statement

In the interest of equitable and efficient operation of the College, employees shall be afforded a mechanism by which grievances can be resolved at the earliest opportunity. Each employee is encouraged to address his or her concerns on an informal and personal basis with his or her immediate supervisor, before using the written grievance procedure. If the concern involves alleged wrongdoing by the employee's immediate supervisor, the employee may discuss the matter on an informal and personal basis with the Vice President of Human Resources.

Scope

This policy applies to all employees.

Definitions

“Complainant” is an employee who is subject to the alleged inequity and who files a complaint to be reviewed as a grievance.

“Grievance” is any action that violates or inequitably applies the written policies and procedures of the College and which adversely affects the employee’s working conditions. A grievance is not applicable to a claim of discrimination or harassment which are covered by separate policies and procedures.

“Nongrievable Matters” include the following matters which an employee may not grieve under this policy:

- Matters over which the College is without authority to act.
- Employee evaluations and reasonable directives and instructions from supervisors acting within the boundaries of their authority.
- Dismissals, nonrenewals, reductions-in-force, suspensions, disciplinary actions or reassignments – see other policies.

“Respondent” is a person whose alleged conduct is the subject of the Grievance.

Filing a Complaint

A grievance shall be in writing on the form provided by the Department of Human Resources and submitted to the Vice President of Human Resources within thirty (30) calendar days after the occurrence of the incident giving rise to the grievance. Failure to file within the time limit shall be deemed a waiver of all rights to proceed with a grievance on the incident in question. The written grievance shall include (a) the policy or procedure section that the employee believes has been violated, misinterpreted, or misapplied; (b) the facts giving rise to the grievance and the manner in which such violations allegedly occurred; and (c) the remedy sought by the grievant

Initial Intake Process

When a complaint is filed, the Vice President of Human Resources shall determine whether the complaint rises to the level of a grievance and whether the criteria has been followed. If it is determined that the complaint is grievable the Complainant and the Respondent will be notified in

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writing. If it is determined the complaint is not grievable the Complainant shall be notified of this decision in writing. The decision is final and not appealable.

Review Process

The College President, in consultation with the Faculty Senate, shall develop and publish procedures for review of employee grievances. The Board delegates to the College President the responsibility to ensure the grievance procedures are implemented.