

	Procedure Number	6.8P
	Effective Date	April 21, 2014

- I. Monday through Friday of any given calendar week with the exception of any weekday that the College is formally closed and not conducting regular business, and/or the Reviewing Supervisor, Final Supervisor, or Area Administrator (as may be applicable to the relevant procedural step), is out of the office on an approved leave.

The general course of resolution involves a direct employee-to-employee segment which may be followed by a Formal Grievance segment for use in situations where employee-to-employee resolution attempts are unsatisfactory.

A. Employee-to-Employee Resolution

- 1) When an employee believes he or she has suffered an offense from another employee, the employee (the Complainant) shall first directly discuss the issue with the other employee (the Respondent) and propose a viable resolution with the Respondent, with the goal being to achieve an acceptable resolution.
- 2) If the matter is not resolved in a direct employee-to-employee manner, the Complainant may then undertake the Formal Grievance process set forth below.

B. Formal Grievance Process

- 1) When a Complainant believes the matter has not been resolved via direct employee-to-employee resolution steps as outlined above, the Complainant may choose to pursue resolution through the Formal Grievance Process by submitting proper grievance notification in writing to the Human Resources department.
- 2) To be considered proper grievance notification, the notice must contain all of the elements identified below:
  - a. Specify the grievable offense that the Complainant alleges occurred.
  - b. Set forth the prior resolution attempted.
  - c. Specify the viable resolution that the Complainant believes should occur.
- 3) No later than seven (7) business days following the receipt of a properly submitted grievance notification, the Human Resources department will review the written notification:
  - a. To ensure that the allegations on their face constitute a grievance and confirm that the grievance notice is proper.
  - b. Review the allegations to determine if they potentially form the basis for any other policy violation/concern, and if so, that the matter is handled under the appropriate policy and procedure.
  - c. If the allegations set forth in the written notification do not meet the definition of a grievance or if the grievance notification procedure was not properly followed, the Human Resources department will notify the Complainant, the Formal Grievance Process will be considered concluded and so noted.
  - d. If the allegations set forth in the written notification meet the definition of a grievance and the notice is confirmed to have been properly given, the matter will move into the Formal Grievance process as outlined in below.
- 4) Once the Human Resources department has determined that the allegations on their face constitute a grievance and that the grievance notification procedures were properly followed, the Human Resources department will provide a copy of the grievance notice to the Respondent, the Reviewing Supervisor, and the Final Supervisor.

- a. The Respondent and the Reviewing Supervisor will have seven (7) business days following receipt of the notice from Human Resources to provide separate written responses to the Final Supervisor.
- b. The Final Supervisor will review the grievance notice from the Complainant, the written response from the Respondent, and the written response from the Reviewing Supervisor and consider the allegation(s).

