REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF GRIEVANCES

BOT 4.4.8

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.8 Grievances

1. **Definition.** A grievance is defined as an allegation by a staff member that there has been a violation of the provisions of the Board of Trustees' Policies.

2. **Procedure:**

   Step 1. A staff member with a grievance shall first talk with their supervisor about it. If this does not resolve the grievance, the staff member may submit it in writing to the administrative level above that of the immediate supervisor. If the immediate supervisor is a vice president, the staff member may proceed directly to Step 2. The staff member has 10 working days in which to have the discussion and submit the written grievance after learning of the incident upon which the grievance is based. The person who receives the written grievance has five working days in which to answer the grievance in writing.

   Step 2. If the grievance is not resolved in Step 1, the staff member may request, in writing, a meeting of the parties with the Associate Vice President for Human Resources within 5 working days receipt of the written answer in Step 1. This meeting will be scheduled within 10 working days of the receipt of the written request. The written request should also include a copy of the original grievance and answer and any other data pertinent to the issue. After the meeting is held, the Associate Vice President for Human Resources will communicate their answer in writing to the staff member and the

concerned parties. (Probationary staff members cannot appeal beyond Step 2.)

Step 3. If the grievance is not resolved in Step 2, the staff member may request, in writing, within 5 working days of the receipt of the written answer in Step 2, that the Human Resources Office forward all materials to the president or his/her representative. The President or their representative may review the materials and communicate their decision to all parties or schedule a meeting with such parties as are appropriate and thereafter communicate their decision to all parties. The president's decision shall be final.

All grievances shall be considered permanently settled if the staff member does not file it at the next step in accordance with the prescribed time limits. The time limits may be extended by mutual consent.