

EMPLOYEE GRIEVANCE AND APPEALS

Application: This policy applies only to Administrative, Service/Supervisory, and Classified Confidential employees.

When an employee of the College has a complaint or grievance related to a College policy or procedure, every effort should be made to resolve the problem as close to the source as possible before initiating formal grievance steps. The College ensure that problems are fully explored while the privacy of the individuals involved is respected.

If the issue(s) cannot be resolved through the implementation of the informal complaint process; the person(s) involved may avail themselves of the formal grievance procedure. The formal grievance procedure will culminate with a decision made by the President of the College, if not resolved at a lower level.

Employees who wish to dispute a termination, suspension, dismissal or reduction in force are not to use this grievance procedure, but are required to proceed directly to policies and procedures, and master collective bargaining agreements related to these issues.

Employees pursuing grievances associated with such issues as discrimination, affirmative action, Americans with Disabilities Act, equal employment opportunity, sexual harassment, or other forms of harassment, should refer to the Affirmative Action Officer for applicable complaint procedures.

Procedures to file a complaint or grievance may be found in the Personnel Office.

END OF POLICY

Legal Reference: ORS Chapter 341

See also:

Employee Discipline and Dismissal: Policy 4.505; Procedure 4.505P

Non-Discrimination: Policy 1.001; Procedure 1.001P

Affirmative Action: Policy 1.002