Employee Grievance Procedure

Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within a reasonable time from the date of the alleged incident. (See **Appendix QQ** for form)

Any employee must file the written statement with his/her direct supervisor, unless the direct supervisor is the alleged offender. In such cases, the employee must file the statement with the next supervisor in line. The supervisor (or other person receiving a written grievance) will notify the Title IX Coordinator, HR personnel, and/or President as appropriate.

The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 30 days or as otherwise agreed. The supervisor must then make a written report of findings/decision and provide to the employee within 45 days of receipt grievance. The employee must, within 10 calendar days of the written report, provide specific written objections to the report of findings/decision to the supervisor, which will be considered a request for appeal. Failure to timely provide the specific written objections is a waiver of the employee's right to appeal the supervisor's findings/decision.

All appeals will be sent to the President or his/her designee, and the President or his/her designee will convene a three person grievance committee to hear the appeal within 30 calendar days. The President or his/her designee will appoint one person to sit on the grievance committee, and the President will allow both the aggrieved and accused to select an employee of the College to sit on the grievance committee (excluding the President and his/her designee). Should the aggrieved or accused fail to select a member of the grievance committee in the time period required by the President or his/her designee or the selected employee does not agree to participate as a member of the grievance committee in the time required by the President or his/her designee, then the President or his/her designee will select the grievance committee member.

The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance and the accused will have an opportunity to respond within 45 days of the appeal. The grievance committee will also have access to the original grievance, report of the supervisor, and appeal notice by the employee. The grievance committee will provide its findings and decision following the hearing in a timely manner. Either party will have 10 calendar days from receipt to file a written appeal to the grievance committee decision. If timely appealed, the President will issue a final decision based on the original grievance, report of the supervisor, appeal notice by the employee, and grievance committee decision.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, aggrieved will have until 5:00 p.m. the first working day following the 10th calendar day to file.

GADSDEN STATE
COMMUNITY COLLEGE

EMPLOYEE GRIEVANCE FORM

This form should be completed by the aggrieved employee and delivered to the appropriate supervisor in the employee's chain of command.

Name of person making grievance: _____

Address to send correspondence: _____

Telephone number: _____ Email address: _____

Name of person your grievance is against? _____

What date/s did the actions occur? _____

What do you allege occurred? (Please be specific, provide details, and use the reverse of this sheet if needed)

_____

_____

_____

_____

_____

_____

Is there a specific law or College/ACCS policy/guideline that you believe has been violated? _____

If so, which one/s? _____

_____

In your opinion, what could be done to reasonably resolve this grievance? _____

_____

_____

_____ _____ _____

Print Name Signature Date

This section should be completed by the college official who receives the form.

_____ _____

Signature of College Official Receiving Form Date Form Received

Instructions for your policy manual:

Instructions to employee filing the report: Complete and deliver this report to your direct supervisor, unless your direct supervisor is the alleged offender. If this is the case, deliver the form to the next supervisor in your chain of command who is not an alleged offender. Once you receive a report of findings/decision, you must within 10 calendar days provide specific written objections, if any, to the President, in order to appeal the matter and receive a grievance committee panel. Failure to timely provide the specific written objections is a waiver of the employee's right to appeal the supervisor's findings/decision.

Instructions to college official receiving the report: (1) Notify any appropriate personnel of the grievance (such as Title IX Coordinator, HR, SPO, President as applicable); (2) Review the written statement and conduct an investigation of the claims within 30 calendar days or as otherwise agreed; (3) Prepare a written report of findings/decision and provide to the employee within 45 calendar days of receipt grievance; (4) Advise the employee of the 10 calendar day deadline to appeal your report to the President.

Instructions to the President if a timely appeal is submitted: The President or his/her designee will convene a three person grievance committee to hear the appeal within 30 calendar days from receipt of the grievance appeal from the employee. The President or his/her designee will appoint one person to sit on the grievance committee, and the President will allow both the aggrieved and accused to select an employee of the College to sit on the grievance committee (excluding the President and his/her designee). Should the aggrieved or accused fail to select a member of the grievance committee in the time period required by the President or his/her designee or the selected employee does not agree to participate as a member of the grievance committee in the time required by the President or his/her designee, then the President or his/her designee will select the grievance committee member. The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance and the accused will have an opportunity to respond within 45 calendar days of the appeal. The grievance committee will also have access to the original grievance, report of the supervisor, and appeal notice by the employee. The grievance committee will provide its findings and decision following the hearing in a timely manner. Either party will have 10 calendar days from receipt to file a written appeal to the grievance committee decision. If timely appealed, the President will issue a final decision based on the original grievance, report of the supervisor, appeal notice by the employee, and grievance committee decision.