

Personnel - Confidential & Supervisory

4265 Grievances *

The Board of Trustees establishes this grievance policy to provide process for reviewing and resolving grievances promptly, and at the lowest possible management or supervisory level. Further, it is expected that the procedures will incorporate such activities as consultations and data gathering techniques in an effort to achieve a satisfactory resolution of problems.

Definitions:

Manager

A person designated by the Board of Trustees as a manager and paid on the Management Salary Schedule.

Grievance

An allegation of an individual regarding the interpretation, application or enforcement of state or federal laws, board policies, rules and regulations, procedures, or administrative orders regarding the terms and conditions of employment.

Grievant

The employee making the complaint regarding an alleged grievance.

Time Limits

Any grievance not advanced to the next step within the time limits of that step shall be deemed resolved by the answer at the previous step and waive the right to further appeal.

Immediate Supervisor

The individual designated by the Chancellor or College President in any area/office of the District.

Grievance Committee

A three-member committee selected to conduct hearings and possibly to make a recommendation to the Chancellor or College President regarding a grievance.

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Grievance Officer

The person designated by the Chancellor or College President who is responsible for assuring that grievances are handled with dispatch and in accordance with this policy.

Representative

Another employee of the District, or legal counsel who may be selected by the grievant to appear with him or her in the presentation at any stage of a grievance.

Administrative Channels

In order from the immediate supervisor to each of the next higher managers through the Vice President or Vice Chancellor who has been assigned management responsibility for the employee.

Exclusions

The term "grievance" shall not include:

1. allegations relating to employee performance evaluation or evaluation reports;
2. allegations relating to the merits of appointment, reappointment, termination during probationary period, or granting of permanent status;
3. allegations relating to disciplinary action (suspension, demotion, or dismissal) which matters are governed by other rules and regulations;
4. allegations presented by the public, students or parents against classified employees.