

Note: Employee must follow the Employee Complaint Resolution Policy and Procedure/Plan of Resolution as set for the before filing a grievance.

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/decisions.

Instruction to the 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 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 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 the 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 appeal, 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.