

EMPLOYEE GRIEVANCE PROCEDURE

The purpose of the BSCC Grievance Procedure is to provide a means for resolving legitimate grievances at the earliest possible time and at the most immediate level of supervision. It is the policy of Beville State Community College to assure all employees that they have a right to file what they believe to be legitimate grievances and to follow the formal procedure through the appeal process, if necessary, without fear of censure or reprisal. All complaints will be handled promptly and impartially when such need arises in the course of employees performing their duties.

"Grievance," as used in this context, is limited to a complaint of an employee which involves the interpretation of, application of, or compliance with a school policy, procedure, rule or regulation pertaining to the employee's employment conditions. "Grievant," as used in this context, is an employee with at least ninety (90) days continuous service who is stating a grievance.

When a grievance arises, a sincere effort will be made to settle it in the following manner:

First, an employee having a complaint for grievance should discuss the matter orally with his/her immediate supervisor within five (5) work days after the incident. The supervisor and the grievant will make every effort to resolve the grievance at this point.

If a mutually satisfactory agreement is not reached within five (5) work days from the time of the notification by the employee to the supervisor, the employee may within three (3) further days, submit the grievance in writing to the next appropriate administrator, with copies to any immediate supervisors. The administrator will give written response to the grievant within five (5) work days following receipt of the grievance.

If, following this procedure, a mutually satisfactory agreement is still not reached, within three (3) work days the employee may submit the grievance in writing to the President's designee. The President's designee will attempt to resolve the complaint within ten (10) work days, if possible. If the complaint is not resolved at this point, the President may call on the Employees Grievance Committee to research the issue and present facts and recommendations to the President. The Committee will be composed of five (5) members: two full-time faculty members, one administrator, and two full-time support employees, selected by the President.

The Committee will hold a hearing of all parties concerned and may call witnesses. The Committee will record its factual findings and transmit a record of those findings to the President. Further, the Committee will submit a report and recommendation to the President for consideration in arriving at a decision.

The foregoing report and recommendations, which are to be considered advisory only, shall be submitted to the President within ten (10) work days. At her discretion, the President may elect to hold an additional review prior to rendering a final decision. The decision of the President is final at the institutional level.

SECTION: Personnel Policies and Procedures
SUBJECT: Employee Grievance Procedure
SOURCE REFERENCE:

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Failure of the employee to appeal any decision to the next level within the prescribed time set forth for such appeal shall be deemed an acceptance of the decision made at that level. A grievance may be withdrawn at any level; however, once withdrawn, it may not be refiled by the same grievant.