

POLICY & PROCEDURES MEMORANDUM

TITLE:	GRIEVANCE PROCEDURES FOR TEACHING FACULTY, LIBRARIANS & ACADEMIC COUNSELORS WITH RANK
EFFECTIVE DATE:	December 17, 1996* <i>(*Title Updates 2/26/13, 10/26/06)</i>
CANCELLATION:	DCI 2534.1A (1/24/92)
OFFICE:	Academic Affairs (AA)* <i>*Initially issued as PR-2534.1B</i>

POLICY STATEMENT

A major goal of Delgado Community College is to maintain a satisfied and efficient work force. It may be expected, however, that misunderstandings or dissatisfaction will occur in day-to-day relationships between employees or between employees and their supervisors. The College recognizes the rights of employees to express their views and request solutions concerning disagreements between themselves and their supervisors, without fear of the loss of position or status or of retaliation. Personnel in the Office of Human Resources are available to employees, supervisors, or department heads for consultation before, during, or following any of the steps in the grievance process.

It is preferable that differences be resolved quickly and equitably by the employee and his/her immediate supervisor. Open communication is encouraged between supervisors and employees in order to resolve problems before they become grievances. For this reason, the College has implemented a Three-Step Problem- Solving Phase prior to the initiation of a Formal Grievance. The Problem-Solving Phase includes Step 1-*Informal Problem Solving at the Immediate Supervisor Level*; Step 2-*Formal Problem Solving at the Intermediate Supervisor Level*; and Step 3-*Formal Problem Solving at the Vice Chancellor Level*. This policy excludes grievances relevant to the termination of tenured faculty-- a separate procedure.

If an employee is of the opinion that the three steps of the Problem Solving Phase have not resolved the issue(s), he/she may choose to continue the process through the Formal Grievance Phase. *This policy includes recommended timelines for each step of the process to ensure prompt resolution of problems. In most cases the timeline should be followed unless holidays, vacations, illnesses, professional leave, examination schedules, semester breaks, summer session, school closings, or unexpected emergencies require a re-scheduling of the timeline.*

The College provides employees an opportunity to be heard without fear of reprisal in accordance with the procedures contained in this document. All participants in the process are expected to exercise discretion and to maintain confidentiality as much as possible.

PROCEDURES & SPECIFIC INFORMATION

Table of Contents

	<i>Page</i>
Purpose	3
Scope and Applicability.....	3
Components of the Grievance Process	3
Phase I: Problem Solving	3
Phase II: Formal Grievance	3
Grievance Process Flow Chart.....	4
Definitions	5
Grievance	5
Grievant.....	5
Respondent.....	5
Grievance Committee Pool.....	5-6
Roles and Responsibilities.....	6-7
Grievance Officer	6
Grievance Committee.....	6
Grievance Committee Chair	7
Grievance Committee Recorder.....	7
Recommended Timeline (<i>and Statute of Limitation</i>).....	8
Steps of the Grievance Process (<i>Note: Chart of shortened version of process on pages 18-21</i>).....	8-16
Phase I: Problem Solving	8-10
Step 1: Informal Problem Solving at the Immediate Supervisor Level (<i>unwritten</i>).....	8
Step 2: Formal Problem Solving at the Intermediate Supervisor Level (<i>written</i>).....	8-9
Step 3: Formal Problem Solving at the Vice Chancellor Level (<i>written</i>).....	9-10
Phase II: Formal Grievance	10-16
Step 4: Request for Grievance Hearing & Selection of Grievance Committee.....	10-11
Step 5: Committee Review of the Request for Grievance Hearing.....	11-12
Orientation of Role of Committee and Selection of Recorder and Chair	11
Review of Hearing Request.....	11
Outcome of the Review	11-12
Appeal to Chancellor.....	12
Step 6: Grievance Hearing.....	12-15
Purpose of the Hearing	12-13
Pre-Hearing Activities	13
Witnesses.....	14
Hearing Guidelines.....	14-15
Step 7: Findings and Recommendations.....	15-16
Employee's Right to Appeal	16-17
Right of Appeal to the Chancellor.....	16-17
Right of Appeal to Louisiana Community and Technical College System Board of Supervisors	17
Maintenance of Grievance Records	17
Right of Access to Files.....	17
Chart of Grievance Process	18-21

1. **Purpose**

To establish policy and procedures that will provide equitable means for the resolution of employee/employer problems.

2. **Scope and Applicability**

This policy and procedures memorandum applies to teaching faculty and librarians, as follows: 9-Month Faculty; 12-Month Faculty; Limited Appointment Faculty; Adjunct Faculty; Academic Support Staff who have faculty rank; and Grant Employees who are in grant positions comparable to teaching faculty and librarians, unless other employment conditions are specified in the grant. This policy excludes grievances relevant to the termination of a tenured faculty member.

3. **Components of the Grievance Process**

The phases and steps of the grievance process are:

Phase I: Problem Solving

- Step 1: Informal Problem Solving at the Immediate Supervisor Level (*unwritten*)
- Step 2: Formal Problem Solving at the Intermediate Supervisor Level (*written*)
- Step 3: Formal Problem Solving at the Vice Chancellor Level (*written*)

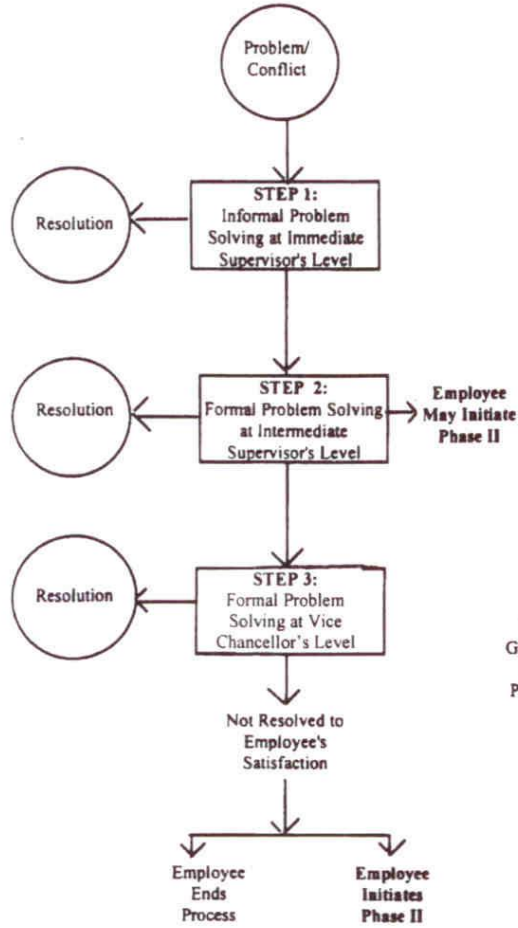
Phase II: Formal Grievance

- Step 4: Request for Grievance Hearing & Selection of Grievance Committee
- Step 5: Committee Review of the Request for Grievance Hearing
- Step 6: Grievance Hearing
- Step 7: Findings and Recommendations

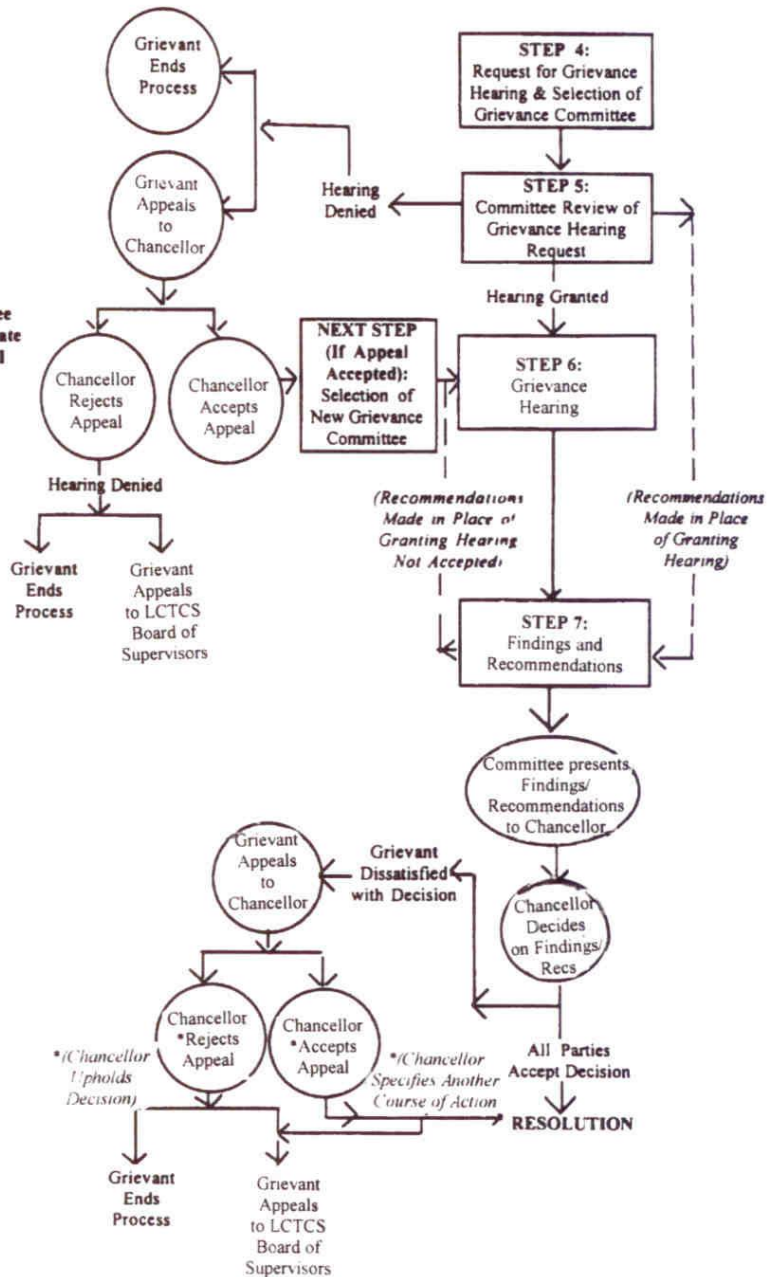
The flow chart on the next page demonstrates the components and steps of the process.

THE PROCESS

Phase I: Problem Solving



Phase II: Formal Grievance



4. **Definitions**

For the purposes of this policy, the following definitions apply:

Grievance

A "grievance" is defined as:

- (1) an alleged violation or an inequitable or discriminatory application of a specific provision of the College's official policy and procedures, or an allegedly unfair policy and/or procedure; or
- (2) an allegation of a work-related problem or condition which an employee believes to be inequitable, discriminatory, or a hindrance to his/her effective performance.

Employees who allege violations of discriminatory behavior based on race, gender, sexual orientation, age, national origin, religious or political preference and/or physical condition should consult with the Assistant Vice Chancellor for Human Resources and the current College policy on [Discrimination](#). Also, this policy excludes grievances relevant to the termination of a tenured faculty member.

Grievant

A "grievant" is defined as an employee who alleges a grievance (as defined above).

Respondent

A "respondent" is defined as the person(s) whom the grievant alleges has caused the alleged problem.

Working Day

A "working day" is defined as a working day for the individuals involved at each step.

5. **Grievance Committee Pool**

At the beginning of the academic year, each academic division will elect faculty members to form the grievance pool. The Vice Chancellor for Academic Affairs will set the date and time for the election to be conducted in each division by the Division Dean. [The division nomination and balloting will be done by written ballot and in a manner that will afford all full-time faculty members (regular and limited appointment faculty) of the division an opportunity to participate in the nomination and election process.] Divisions having fewer than twenty (20) regular (i.e., full-time, non-temporary) faculty members will elect two (2)

individuals. Divisions having twenty (20) or more, but fewer than 40, regular faculty members will elect three (3) individuals. Divisions having 40 or more regular faculty members will elect four (4) individuals. To be eligible for election to this pool, a faculty member must have been a full-time regular faculty member at the College for four (4) years. Faculty members so elected will form the Grievance Pool.

6. **Roles and Responsibilities**

Grievance Officer

Each year, the Vice Chancellor for Academic Affairs will appoint a Grievance Officer for grievances alleged by 9-Month Faculty; 12-Month Faculty; Limited Appointment Faculty; Adjunct Faculty; Academic Support Staff who have faculty rank; and Grant Employees who are in grant positions comparable to teaching faculty and librarians. However, if the appointed Grievance Officer is a respondent in a grievance alleged by an employee in one of the categories listed above, the Vice Chancellor will appoint another Grievance Officer for that particular grievance process.

The Grievance Officer:

- (1) serves as the resource person to all members involved in the grievance process;
- (2) initiates and distributes the documents to initiate grievance reviews and grievance hearings;
- (3) coordinates the selection (by lot) of the Grievance Committee(s);
- (4) provides an orientation to the Grievance Committee(s) in regard to its role in reviewing a hearing request and its role in a formal hearing;
- (5) is responsible for the maintenance of all grievance records throughout the grievance process and forwards all records to the Assistant Vice Chancellor for Human Resources upon completion of the grievance process; and
- (6) is responsible for ensuring due process throughout all proceedings covered by this document.

Grievance Committee

The Grievance Committee:

- (1) reviews materials submitted by the grievant and the respondent(s), as well as all other materials submitted throughout the process prior to the review;

- (2) determines if a grievance hearing is necessary, or, if possible, makes a recommendation about how to solve the grievance without the necessity of a hearing;
- (3) conducts the hearing fairly and equitably in accordance with hearing guidelines;
- (4) provides findings and recommendations:

If as a result of the hearing the Committee finds that a grievance is not justified, a justification is presented stating why the alleged grievance should be dismissed; or

If as a result of the hearing the Committee finds that a grievance is justified, the Committee documents in its findings the specific provision of College policy or procedure that has been violated or applied in an inequitable or discriminatory fashion or that a work-related problem does exist. Specific recommendations for possible solution to the grievance are made.

Grievance Committee Chair

The Grievance Committee Chair:

- (1) presides over all pre-hearing and hearing activities of the Grievance Committee;
- (2) determines the length of the presentation time required for a hearing;
- (3) is responsible for maintaining a fair and impartial hearing;
- (4) in concert with all committee members, rules on all questions of relevancy, redundancy, or immateriality of evidence and/or testimony during a hearing; and
- (5) writes and routes hearing report (See *Step 7, Findings and Recommendations*).

Grievance Committee Recorder

The Grievance Committee Recorder:

is responsible for recording (written and tape-recording) of all pre-hearing and hearing activities for the Grievance Committee Chair.

Note: The Chancellor, or his/her designee, may choose to be present at any of the steps of the process, excluding Grievance Committee deliberation or circumstances where the Chancellor is the respondent. When the Chancellor is a respondent, the Chancellor may be present only during times when respondents are allowed to be present.

7. **Recommended Timeline**

To provide for effective resolution of the problem, the College maintains a statute of limitation of thirty (30) working days. The employee has thirty (30) working days after knowledge of the situation/incident causing the problem for him/her to pursue Step 1. (A "working day" is defined as a working day for the individuals involved at that step). Failure to begin Step 1 within the statute of limitation will result in a waiver of the employee's right to pursue the grievance process. The process includes recommended timelines for each step to ensure prompt addressing of problems. In most cases the timeline should be followed unless holidays, vacations, illnesses, professional leave, examination schedules, semester breaks, summer session, school closings, or unexpected emergencies require a re-scheduling of the steps or components of the timeline.

If the Grievance Officer determines that the timeline has not been followed because of reasons other than those listed above, he/she will move the process forward to the next step. At such time, the Grievance Officer will communicate this to all parties involved.

8. **Steps of the Grievance Process**

The chart on pages 18 -21 is a shortened version of the Grievance Process. The following information is a more detailed explanation of the process.

A. **Phase I: Problem Solving**

Step 1: Informal Problem Solving at the Immediate Supervisor Level

When an employee is of the opinion that he/she has a problem as a result of a violation of or inequitable/discriminatory application of a provision of College policy or procedure or that a problem affecting his/her working conditions exists, he/she should notify his/her immediate supervisor, within thirty (30) working days after knowledge of the situation/incident causing the problem. Upon notification, the Immediate Supervisor should call a meeting with the employee and the respondent(s) within the next five (5) working days to discuss the problem.

The goal of this meeting is to (1) identify the problem in detail, (2) identify the facts which are relevant to the problem, and (3) discuss and agree or disagree on proposed solutions. At this step, there is no written record.

Step 2: Formal Problem Solving at the Intermediate Supervisor Level

If the discussion with the Immediate Supervisor does not resolve the matter to the employee's satisfaction, the employee may then choose to discuss the problem with the next level supervisor, the Intermediate Supervisor. The employee has two (2) working days to put the grievance in writing on Form 2534/001 (Attachment A) and to hand deliver the original form to the Intermediate Supervisor and a copy to the respondent(s).

Within two (2) days of receipt of the form, the Intermediate Supervisor hand delivers to the respondent Form 2534/002 (Attachment B), with a copy of Form 2534/001 submitted by the employee, to be returned (hand-delivered) completed, with copies to the employee, to the Intermediate Supervisor within two (2) days. Upon receipt of the written materials, the Intermediate Supervisor should call a meeting with the employee and the respondent(s) within the next five (5) working days. Since this meeting is an internal, administrative procedure, not a legal proceeding, legal representation is not appropriate. The Intermediate Supervisor, the employee, and the respondent(s) meet to discuss the problem. They will have copies of the form summarizing Step 1 (Form 2534/001) and the Form 2534/002 for purposes of discussion at the meeting. The goal of this meeting is to (1) further clarify the problem in detail, (2) further identify the facts which are relevant to the problem, (3) discuss why the solutions discussed in Step 1 were not agreed upon, and (4) discuss and agree on, if possible, solutions to the problem.

During the meeting, the Intermediate Supervisor will document the discussion and its outcome on Form 2534/003 (Attachment C). During the meeting, the employee and the respondent(s) will write replies to the Intermediate Supervisor's proposed solutions on the form. The Intermediate Supervisor will maintain the original of the form and will give a copy to the employee and the respondent(s). If both the employee and the respondent agree, the process is over.

The employee has three (3) working days after the meeting with the Intermediate Supervisor to declare whether he/she wants to pursue Step 3 or pursue Phase II.

Step 3: Formal Problem Solving at the Vice Chancellor Level

If the discussion with the Intermediate Supervisor in Step 2 does not resolve the matter to the employee's satisfaction, he/she has three (3) working days to make a written request of the Intermediate Supervisor to discuss the problem with the appropriate Vice Chancellor. (The appropriate Vice Chancellor is defined as the Vice Chancellor who is responsible for the administration of the employee's department.)

Within three (3) working days of the request, the Vice Chancellor and the Intermediate Supervisor will meet to discuss the problem. The Intermediate Supervisor will supply the Vice Chancellor with a copy of the forms (Forms 2534/001, 002, and 003), which document that Steps 1 and 2 have been completed. The goal of this meeting is to (1) further clarify the problem in detail, (2) further identify the facts which are relevant to the problem, (3) discuss why the solutions discussed in Steps 1 and 2 were not agreed upon, and (4) discuss and agree on possible solutions to the problem.

During the meeting, the Vice Chancellor will provide a written solution to the problem and document it on Form 2534/004 (Attachment D). Within 24 hours of the decision, the Intermediate Supervisor will hand deliver the Vice Chancellor's solution to the employee and the respondent, and with a request for a written response from both parties within two (2) working days. The second working day constitutes the end of Phase I.

B. Phase II: Formal Grievance

Step 4: Request for Formal Grievance Hearing and Selection of Grievance Committee

If the employee is not satisfied that the matter has been resolved through the Problem-Solving Phase, he/she may choose to file a grievance. At this phase, the employee is referred to as the grievant. The Formal Grievance and Selection of the Grievance Committee Phase should begin within three (3) working days after Step 2 or 3. The grievant begins the process by notifying the Grievance Officer by telephone, fax, or e-mail and following up by hand delivering the completed Part A of Form 2534/005 (Attachment E) to the Grievance Officer. Receipt of the hand-delivered documents should occur within three (3) working days after Step 2 or 3. (Forms 2534/005 are available from the Office of Human Resources.)

Within five (5) working days of receipt of the completed Part A of Form 2534/005, the Grievance Officer will notify (by telephone, fax, or e-mail) both parties to set up a meeting for the purpose of selecting a Grievance Committee. The Grievance Officer will then hand deliver to the grievant and respondent before or at the meeting Form 2534/006 (Attachment F) confirming the committee selection date, time, and place. The grievant and the respondent(s) must be present for this meeting.

At, or prior to, the meeting to select the Grievance Committee, the grievant must submit to the Grievance Officer the completed Part B of Form 2534/005. This part of the form requires the grievant to outline in detail the specific grievance and his/her requested remedy(s). The issues and remedies must be clearly stated as the grievant will be limited only to those issues and remedies directly related to the grievance as outlined on the form. A grievant who requires assistance in formulating a complaint in writing may receive assistance from the Office of Human Resources.

The Grievance Officer, in the presence of both the grievant and the respondent(s), will select by lot five (5) members and two (2) alternates of the Grievance Pool to serve on the ad hoc Grievance Committee for the specific grievance. Any variation of this selection process must be agreed upon in writing by both parties. After all names are selected by lot, the grievant and/or the respondent(s) may each challenge one member. Should challenges be issued, the challenged member will be excused and replaced with one of the alternates, drawn by lot.

Also at this meeting, the Grievance Officer will give Form 2534/007 (Attachment G) to the person(s) designated by the grievant to be the respondent(s). The respondent(s) should return the completed form to the Grievance Officer within five (5) working days of receipt of the form.

Upon receipt of Form 2534/007 from the respondent(s), the Grievance Officer will hand deliver a copy of the form to the grievant. The Grievance Officer will call the first meeting of the Grievance Committee within five (5) working days, using Form 2534/008 (Attachment H). Prior to the first meeting, the grievant may have a written reaction (Part B) to Part A of Form 2534/007 to be delivered to the Grievance Officer for delivery to the Committee for its first meeting.

Step 5: Committee Review of Request for Grievance Hearing

a. *Orientation of the Role of the Committee and Selection of Recorder and Chair*

At the first meeting of the Grievance Committee, the Grievance Officer will provide an orientation of the Committee's expected role and responsibilities in reviewing a request for a hearing and will provide the grievant's written reaction (Part B) to Part A of Form 2534/007. Only members of the Grievance Committee, the Grievance Officer, and the Chancellor, or his/her designee, may attend the first meeting. At this time, the Grievance Committee will elect a chair and a recorder. The Grievance Officer will serve as a resource person to the Committee and will bring to the meeting copies of documents pertaining to the grievance case (Forms 2534/005, 2534/007, including grievant's reaction (Part B) to 2534/007 Part A, if applicable.) As time is of the essence, the Committee is strongly encouraged to begin a discussion of the forms at this meeting.

b. *Review of Hearing Request*

Within five (5) working days after the first meeting, the Committee will meet as needed to determine one of three outcomes. At this step, the Committee is not required to request the presence of the grievant and the respondent, but, if more clarification is needed, both the grievant and respondent must be requested to attend together. If either the grievant and/or the respondent intend to have another person accompanying him/her at the meeting, notification of this intent must be given to the Committee Chair three (3) days prior to the meeting. Since this meeting is an internal, administrative procedure, not a legal proceeding, legal representation is not appropriate.

c. *Outcome of the Review*

After the Committee has completed its review of the request for a hearing and made a decision, the Chair will issue a written report on Form 2534/009 (Attachment I), signed by all Committee members, and deliver the form to the Grievance Officer, with copies to the grievant and to the respondent(s) within five (5) working days. On the form, the Chair will issue one of three decisions:

(1) *Solution to the Grievance*

Agreement by majority vote that a grievance does exist, as defined in Section 4 of this document, but that a full hearing is not necessary for resolution. The Committee delineates specific recommendations to resolve the grievance. If the grievant does not accept the recommended solution, the process may go to Step 6.

The grievant has five (5) working days from the date of notification of the Committee's recommendations to put in writing to the Grievance Officer that he/she wishes to pursue Step 6, the Grievance Hearing. The grievant has five (5) working days to accept the recommendation before pursuing hearing in Step 6.

(2) *Recommendation for a Full Hearing*

Agreement by majority vote that a potential grievance, as defined in Section 4 of this document, may exist; therefore, a full hearing is necessary to reach a determination.

When a hearing is deemed necessary, the Chair of the Grievance Committee will provide the grievant and respondent(s) with notification of (1) the specific provision(s) of official College policy and procedure which may have been violated and/or applied in an inequitable or discriminatory fashion; and/or (2) the specific issues affecting working conditions to be resolved at the hearing.

(3) *Denial of a Hearing*

Denial by majority vote that a potential grievance, as defined in Section 4 of this document, exists. A specific provision(s) of official College policy and procedures was not violated or applied in an inequitable or discriminatory fashion or a work-related problem does not exist; therefore, a hearing is not necessary to reach a determination.

The grievant and respondent(s) will receive notification for the reason of the denial. In its report, the Committee must include in its report a justification (listing the specific provision(s) of official College policy and procedure which clearly was not violated or applied in an inequitable or discriminatory fashion or reasons as to why a work-related problem does not exist) as to why a hearing is deemed unnecessary.

d. *Appeal to the Chancellor*

If a request for a hearing is denied, the grievant may appeal once to the Chancellor of the College through the procedures outlined in Section 9, "Employee's Right to Appeal" on page 16. If the Chancellor accepts the appeal, a grievance hearing is granted; however a new Grievance Committee is selected, following the same procedures outlined in Step 4. The process then moves forward to Step 6, the Grievance Hearing.

Step 6: Grievance Hearing

a. *Purpose of the Hearing*

The purpose of a grievance hearing is to allow the Grievance Committee to hear the complaint brought by the grievant and to hear the response of the respondent(s). Specifically, the Grievance Committee will consider only the issue(s) specified in Step 5. The hearing is a College administrative procedure designed to reach an internal resolution. It is not to be confused with any external civil procedures.

b. *Pre-Hearing Activities*

Both the grievant and respondent(s) are required to appear at the hearing. Within five (5) working days after Committee's decision to grant a full hearing or within five (5) working days after Chancellor's decision to accept grievant's appeal and grant a hearing, the Grievance Officer will send Form 2534/010 (Attachment J) to all parties involved, notifying them of the date, time, and place of the hearing. The hearing should take place within ten (10) working days of the date of notification of the hearing. If the grievant or respondent is unable to attend, he/she should request a postponement of the hearing, in writing, within three (3) working days of the receipt of notification to appear at the hearing if he/she has a valid reason (for example, scheduled vacation, away on College business, or a prior commitment that he/she is unable to rearrange). The postponement may not be longer than ten (10) working days from the date of the originally scheduled hearing.

Within three (3) working days of receiving notice of the date of the hearing, the grievant and respondent(s) should submit a list of witnesses/parties who they want called to be present at the hearing to the Chair using Form 2534/011 (Attachment K).

Both sides should show restraint in this matter and should restrict the witnesses/parties who are being called to only members of the College community. Since the hearing is an internal, administrative procedure, not a legal proceeding, legal representation is not appropriate.

The Committee Chair, within three (3) working days after receipt of the lists of witnesses/parties who are being called to be present at the hearing from both the grievant and respondent(s), will (1) send a notice to appear at the hearing, Form 2534/010 (Attachment J), to the witnesses/parties who are being called to be present

at the hearing, and (2) send a copy of the completed grievant and/or respondent's Form 2534/011 (Attachment K) designating the witnesses/parties who are being called to be present at the hearing to the Grievance Officer, grievant, respondent(s), witnesses/parties called, and all committee members.

The Grievance Committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties to (1) clarify the issues; (2) effect stipulations of facts; (3) provide for the exchange of documentary or other information; (4) determine the amount of presentation time that may be required during the hearing; and (5) achieve other appropriate pre-hearing objectives to make the hearing fair, effective, and expeditious. Committee members may not discuss pre-hearing items with the grievant, respondent(s), or witnesses/parties called to be present at the hearing outside of the official pre-hearing meetings.

c. *Witnesses*

As stated earlier in "b," the grievant and respondent(s) will be afforded an opportunity to submit the names of witnesses and documentary or other evidence. Witnesses must be limited to members of the College community (faculty, staff and/or students). The College administration will cooperate with the Committee in securing witnesses and making available documentary and other evidence. If called to appear at the hearing, witnesses will be called one at a time and may not remain during the testimony of other witnesses.

No person will be subject to discharge, suspension, discipline, harassment, or any form of retaliation for serving as a witness.

d. *Hearing Guidelines*

The following guidelines will be followed to maximize the effectiveness of the Hearing on the Grievance:

- (1). All five members of the Grievance Committee must be present to conduct the hearing.
- (2). The hearing is closed to the public (only the Chancellor, or his/her designee, and those individuals who are members of the Committee or who have been requested to appear before the Committee will be allowed to be present). All matters concerning the hearing will remain confidential. A tape recording of the proceedings will be maintained by the Committee Recorder during the hearing, in addition to documentary evidence and written materials presented by all parties. Upon completion of the hearing, all materials used to record the hearing will be given to the Grievance Officer for filing.
- (3). The Committee will be scheduled to meet thirty (30) minutes prior to the hearing to discuss the procedures and review the statements. Generally, all hearings will be scheduled for a maximum three (3)-hour period. Any exceptions to this will be handled by the Committee.

- (4). The Chair or a committee member designated by the Chair may serve in the role of mediator at any time in an attempt to propose a settlement agreeable to all parties. The Chair, or a committee member designated by the Chair, in concert with all five committee members, will rule on all questions of relevancy, redundancy, or immateriality of evidence and/or testimony, by motion of one of the parties, a committee member, or the Chair.
- (5). The grievant and respondent(s) will be given the opportunity to state their positions to the Committee. Generally, the grievant and respondent(s) each will be allowed up to one (1) hour for their presentations including witnesses; however, the Chair is responsible for decisions regarding the amount of presentation time required. Both the grievant and respondent(s) will be offered the same amount of presentation time. The presentation time may be used in any manner deemed appropriate by either the grievant or respondent(s).
- (6). The hearing will be conducted in a professional manner. A hearing can be a stressful procedure for everyone involved, and cooperation is the key to an orderly process. Procedures utilized by the Committee will be such as to allow a fair and impartial hearing. No disruptions of the proceedings will be tolerated. This means no verbal protests while testimonies are being given, no asides, nor other behavior that interferes with the hearing. It is expected that all witnesses and testimony will bear direct relevance to the complaint submitted.

Step 7: Findings and Recommendations

At a meeting of committee members only, the Committee will review all of the submitted information and reach a consensus by majority on 1) findings of fact, and 2) recommendations. The Committee may, through the Grievance Officer, seek technical advice at any time before rendering its decision.

The Grievance Committee will consider all materials presented to it. The decision of the Committee will be conducted by majority vote with a minimum of three members concurring. The Committee will, within ten (10) working days after the hearing, issue a written report. The written report, Form 2534/012 (Attachment L), must be signed by all committee members. The Chair will give the report to the Grievance Officer, for transmittal to the Chancellor.

The following are in reference to the Grievance Committee's Report of Findings and Recommendations:

1. Findings and recommendations of the Committee will be limited to:
 - (a) A finding that the complaint is not justified (that no provision(s) of official College policy and procedures has been violated or applied in an inequitable or discriminatory fashion or that no significant work-related problem exists) with a recommendation that all charges be dismissed; or
 - (b) Concurrence with the grievant (that a provision(s) of official College policy and procedures has been violated or applied in an inequitable or discriminatory fashion or that a significant work-related problem does exist) with a specific recommendation for solving the grievance.

A justification supporting the Committee's decision must be included in the Grievance Committee's written report, Form 2534/012. It must state, if applicable, the specific policy and procedures involved, the exact reasons for the findings, and the specific steps recommended to remedy the situation.

2. After reviewing the Committee's findings and recommendations, the Chancellor will indicate his/her action in the appropriate section on the back page of the report. The Chancellor will either:
 - (1) Accept the findings and agree to take the Committee's recommended step(s) to remedy the situation;
 - (2) Accept the findings and modify the Committee's recommended step(s) to remedy the situation; or
 - (3) Deny the findings with an explicit explanation as to why he/she is denying the findings.
3. The Chancellor will send the original of the final report to the Grievance Officer, with copies to the Committee Chair, the grievant, and the respondent(s) within ten (10) working days after he/she receives the Committee's report from the Grievance Officer.

9. **Employee's Right to Appeal**

Right of Appeal to the Chancellor

If as in Case 1 below, the grievant is not satisfied with the Committee's denial of a formal hearing or, as in Case 2 below, the grievant is not satisfied with the Chancellor's action on the Grievance Committee's findings and recommendations, he/she may appeal once to the Chancellor of the College within ten (10) working days of receipt of the decision. To appeal to the Chancellor, the grievant must use Form 2534/013 (Attachment M) which requests specific reasons as to why the decision and recommendations are not acceptable.

In the case of denial of a formal hearing (*Case 1*) and upon receipt of the appeal form, the Chancellor will request copies of all documents relevant to the grievance from the Grievance Officer. After review of the appeal, the Chancellor will issue his/her decision, on the bottom half of the appeal form, to the grievant within five (5) working days of receipt of the appeal form. (One focus of the Chancellor's decision is to determine whether or not the employee received due process.) Specifically, the Chancellor's decision will include one of the following:

Case 1:

- (1) To uphold the committee's decision; or
- (2) To grant a hearing.

Case 2:

- (1) To uphold the Chancellor's original decision; or
- (2) To specify another course of action that will remedy the situation.

The Chancellor will send the original of the appeal form to the Grievance Officer with copies sent to the Vice Chancellor, the Committee Chair, the grievant, and the respondent(s).

Right of Appeal to the Louisiana Community and Technical College System Board of Supervisors

If the grievant appeals to the Chancellor and is still not satisfied with the outcome of the College process, the grievant has the right to make a final appeal to the Louisiana Community and Technical College System Board of Supervisors. The Board makes this appeal procedure available only after the employee has exhausted all administrative procedures at the College.

Upon completion of the grievance process, the Grievance Officer gives the originals of all records to the Assistant Vice Chancellor for Human Resources to maintain. All records of the grievance proceedings will be maintained for a period of three (3) years in the Office of Human Resources.

11. **Right of Access to Files**

Each grievant and respondent has a right to review all information that is contained in his/her file which is located in the Office of Human Resources.

12. **Chart of Grievance Process**

The chart on the following pages is a shortened version of the grievance process.

Chart of the Grievance Process

PHASE I: PROBLEM SOLVING

<u>STEP</u>	<u>ACTION</u>	<u>FORM USED</u>	<u>TIMELINE</u> (*Day = Working Day for Individuals Involved)
STEP 1: Informal Problem Solving at the Immediate Supervisor (unwritten)	Employee requests meeting with Immediate Supervisor;	n/a	within 30 days after knowledge of situation/incident causing problem
	Immediate Supervisor calls meeting between employee and respondent(s).	n/a	within 5 days after request
STEP 2: Formal Problem Solving at the Intermediate Supervisor Level (written)	If there is no resolution at the at the Step 1 meeting, employee puts complaint in writing and hand delivers Form 2534/001 to Intermediate Supervisor and Respondent(s);	2534/001 (Attachment A)	within 2 days after Step 1 meeting
	Intermediate Supervisor hand delivers Form 2534/002 to Respondent(s);	2534/002 (Attachment B)	within 2 days of receipt of Form 2534/001
	Respondent hand delivers completed Form 2534/002 to Intermediate Supervisor with copy to Employee initiating the meeting;	2534/002 (Attachment B)	within 2 days of receipt of Form 2534/002
	Intermediate Supervisor calls meeting with Employee and Respondent(s);	n/a	within 5 days of receipt of Form 2534/002 from Respondent
	Intermediate Supervisor documents outcome of meeting on Form 2534/003 with replies from both parties; If both parties agree, process ends.	2534/003 (Attachment C)	at Step 2 meeting
	If resolution at Step 2 is unsatisfactory, Employee may either pursue Step 3 or move on to Phase II.	see Step 3 or Phase II for appropriate forms	within 3 days after Step 2 meeting
	Employee requests in writing that Intermediate Supervisor present situation to Vice Chancellor.	Form 2534/004 (Attachment D)	within 3 days after Step 2 meeting
STEP 3: Formal Problem Solving at the Vice Chancellor Level			

Chart of the Grievance Process (continued)

<u>STEP</u>	<u>ACTION</u>	<u>FORM USED</u>	<u>TIMELINE</u>
<u>STEP 3:</u> (continued)	Vice Chancellor gives written solution on Form 2534/004;	2534/004 (Attachment D)	at Step 3 meeting
	Intermediate Supervisor hand delivers Vice Chancellor's solution to Employee and Respondent(s) and requests responses from both parties;	2534/004 (Attachment D)	within 24 hours of Step 3 meeting
	Employee and Respondent(s) give responses to Vice Chancellor's Solution.	2534/004 (Attachment D)	within 2 days of receipt of Vice Chancellor's solution; Phase I ends on 2 nd day
PHASE II: FORMAL GRIEVANCE			
<u>STEP 4:</u> Request for Formal Grievance Hearing & Selection of Grievance Committee	Grievant notifies Grievance Officer by telephone, fax, or e-mail and follows up with delivery of Part A of Form 2534/005 to Grievance Officer;	2534/005 (Attachment E)	within 3 days of ending of Step 2 or Step 3
	Grievance Officer notifies by telephone, fax, or e-mail and follows up with hand delivering to Grievant and Respondent(s) Form 2534/006 notifying them of Committee Selection date, time and place;	2534/006 (Attachment F)	within 5 days of receipt of Form 2534/005
	Grievant completes Part B of Form 2534/005;	2534/005 (Attachment E)	at, or prior to, the meeting to select the Grievance Committee
	Grievance Officer gives Form 2534/007 to Respondent(s);	2534/007 (Attachment G)	at the meeting to select the Grievance Committee
	Respondent hand delivers a copy of Respondent's response on Form 2534/007 to Grievance Officer;	2534/007 (Attachment G)	within 5 days of receipt of Form 2534/007 from Grievance Officer

Chart of the Grievance Process (continued)

<u>STEP</u>	<u>ACTION</u>	<u>FORM USED</u>	<u>TIMELINE</u>
STEP 4: (continued)	Using Form 2534/008, Grievance Officer calls first meeting of Grievance Committee;	2534/008 (Attachment H)	upon receipt of Form 2534/007 from Respondent(s); Meeting takes place within 5 days
	Grievant may have written reaction (Part B) to Part A of Form 2534/007 to be delivered to the Grievance Officer for delivery to the Committee for its first meeting.	2534/007 (Attachment G)	Prior to the first meeting of the Grievance Committee
STEP 5: Committee Review of Request for Grievance Hearing	Grievance Committee meets to review request for formal grievance hearing;		Within 5 days of Committee's first meeting
	Committee Chair completes Form 2534/009 with the Committee's decision; Original of form is hand delivered to Grievance Officer with copies hand delivered to Grievant and Respondent(s);	Form 2534/009 (Attachment I)	within 5 days of Committee's review
	If Committee makes recommendations in place of hearing and Grievant does not accept recommendations, Grievant may make a written request to Grievance Officer to pursue Step 6, the grievance hearing.		within 5 days of receipt of decision
OPTIONAL STEP: Appeal to Chancellor if Hearing Denied	Grievant may appeal Committee's decision decision to deny hearing;	Form 2534/013 (Attachment M)	within 10 days of receipt of decision
	Chancellor either denies or grants hearing;	Form 2534/013 (Attachment M)	within 5 days of receipt of appeal
	If hearing is granted, a new Grievance Committee is selected**.		within 5 days after Chancellor's response

**If Chancellor accepts appeal and grants a hearing, the process begins with a new Grievance Committee selected, following procedures in Step 4, and skips to the hearing, Step 6.

<u>Grievance Process (continued)</u>			
<u>STEP</u>	<u>ACTION</u>	<u>FORM USED</u>	<u>TIMELINE</u>
<u>STEP 6:</u> Grievance Hearing	Grievance Officer sends Form 2534/010 to Grievant, Respondent(s), and Committee Members notifying them of the date, time, and place of the hearing;	Form 2534/010 (Attachment J)	within 5 days after Committee's decision or within 5 days after President accepts appeal
	Grievant and Respondent(s) submit lists of witnesses/ parties to be present at the hearing on Form 2534/011 to Grievance Officer;	Form 2534/011 (Attachment K)	within 3 days of notification of hearing
	Committee Chair sends Form 2534/010 to witnesses/ parties called to be present at the hearing notifying them of the date, time, and place of the hearing;	Form 2534/010 (Attachment J)	within 3 days of receipt of Form 2534/011
	At the same time while performing action above, Committee Chair sends copies of Form 2534/011, designating witnesses/parties to be called, to the Grievance Officer, Grievant, Respondent(s), and Committee Members.	Form 2534/011 (Attachment K)	within 3 days of receipt of Form 2534/011
	Grievance Hearing takes place;		within 10 days of notification of hearing
<u>STEP 7:</u> Findings and Recommendations	Committee Chair completes Form 2534/012 and gives to Chancellor;	Form 2534/012 (Attachment L)	within 10 days after hearing
	Chancellor gives decision on Committee's findings on Form 2534/012;	Form 2534/012 (Attachment L)	within 10 days after receipt of Form 2534/012
<u>OPTIONAL STEP:</u> Appeal to the Chancellor	Grievant may appeal to Chancellor;	Form 2534/013 (Attachment M)	within 10 days after receipt of President's decision
	Chancellor responds to appeal.	Form 2534/013 (Attachment M)	within 5 days of receipt of appeal

13. **Cancellation**

This policy and procedures memorandum cancels DCI 2534.1A, Grievance Policy and Procedures for Teaching Faculty and Librarians, dated January 24, 1992.

Policy Reference:

Delgado Policy and Procedures Memorandum, [Discrimination](#)
Louisiana Community and Technical College System Policy #6.015, [Grievance for All Employees](#)

Review Process:

Ad Hoc Grievance Policy Committee (Faculty Senate Executive Committee and Deans' Council Representatives) 10/17/96
Faculty Senate 11/12/96
Legal Counsel for University of Louisiana System Office 11/22/96
Executive Council 12/17/96

Distribution:

Distributed Electronically Via the College's Intranet

Attachments:

Attachment A- Problem Solving at the Immediate Supervisor Level (Form 2534/001)
Attachment B- Respondent's Problem Solving Response Form
Attachment C- Problem Solving at the Intermediate Supervisor Level (Form 2534/003)
Attachment D- Problem Solving at the Vice Chancellor Level (Form 2534/004)
Attachment E- Request for Grievance Hearing (Form 2534/005)
Attachment F- Notice of Grievance Committee Selection (Form 2534/006)
Attachment G- Respondent's Response to Hearing Request (Form 2534/007)
Attachment H- Notice of Grievance Committee's First Meeting (Form 2534/008)
Attachment I- Review of Request for Grievance Hearing (Form 2534/009)
Attachment J- Notice to Appear at Grievance Hearing (Form 2534/010)
Attachment K- List of Witnesses/Parties Called to Be Present At Grievance Hearing (Form 2534/011)
Attachment L- Grievance Committee's Report of Findings and Recommendations (Form 2534/012)
Attachment M- Grievance Outcome Appeal to the Chancellor (Form 2534/013)

DELGADO COMMUNITY COLLEGE
Step 1: Informal Problem Solving at the Immediate Supervisor Level
Meeting Summary Form

Purpose of this form: If an employee has met with his/her immediate supervisor regarding an alleged violation of College policy and procedure or a problem affecting his/her working conditions, and the employee is not satisfied with the result of that meeting, the employee requests that his/her Intermediate Supervisor conduct a meeting with the employee and respondent(s) to discuss the problem. This form is completed by the employee and submitted to the Intermediate Supervisor, with copies to the respondent(s), to request the Step 2 meeting. Additional pages and/or documentation may be attached, if needed.

Date of Step 1 Meeting with Immediate Supervisor: _____

Name of Employee Requesting Meeting with Intermediate Supervisor: _____

Dept. /Division: _____

Name of Employee's Immediate Supervisor: _____

Name of Person(s) the Employee has Identified as Respondent(s):

Employee Identifies the Problem:

Employee Defines College Policy or Procedures Allegedly Violated or Applied in an Inequitable or Discriminatory Fashion or Work-Related Problem:

Employee Defines the Facts Which Demonstrate the Above:

Signature of Employee Requesting Step 2 Meeting

Date

**DELGADO COMMUNITY COLLEGE
Respondent's Problem Solving Response Form**

Date: _____

To: _____

Address: _____

From: _____

Intermediate Supervisor

College Title

Office Phone Number

_____ (name of employee) has requested a meeting to discuss the attached alleged problem (see attached copy of Form 2534/001) and has identified you as a respondent.

To provide me with your response to these allegations, complete the following and bring it with you to the meeting on _____ (date) at which time we will discuss the problem. Additional pages and/or documentation may be attached, if needed.

******* To Be Completed by Respondent *******

Your Response to the Employee's Identification of the Problem:

Your Response to the Employee's Definition of College Policy and Procedures Which Were Allegedly Violated or Applied in an Inequitable or Discriminatory Fashion:

Your Response to the Employee's Representation of the Facts:

Respondent's Signature

Date

(Copy of Form 2534/001 must be attached.)

Form 2534/002

DELGADO COMMUNITY COLLEGE
Step 2: Formal Problem Solving at the Intermediate Supervisor Level
Meeting Summary Form

Purpose of this form: *If an employee requests a meeting with his/her Intermediate Supervisor to discuss an alleged violation of College policy and procedure or a problem affecting his/her working conditions which was previously discussed with his/her Immediate Supervisor (Step 1), the Intermediate Supervisor calls a meeting with the employee and the respondent(s). To document the discussion, this form is completed and signed by all parties involved at the end of the Step 2 meeting. Additional pages and/or documentation may be attached, if needed.*

Date of Step 2 Meeting with Intermediate Supervisor: _____

Name of Employee Requesting Step 2 Meeting : _____

Dept./Division: _____

Name of Intermediate Supervisor: _____

Name of Immediate Supervisor: _____

Name of

Respondent(s): _____

Steps Recommended by the Intermediate Supervisor to Remedy the Problem:

I recommend the remedy listed above.

Signature of Intermediate Supervisor

_____ *I accept the recommended remedy. (Or) _____ I disagree for the following reason(s):*

Signature of Employee Requesting Meeting

_____ *I accept the recommended remedy. (Or) _____ I disagree for the following reason(s):*

Signature of Respondent

(Copy of completed forms 2534/001 and 2534/002 must be attached to this form.) Form 2534/003

DELGADO COMMUNITY COLLEGE
Step 3: Formal Problem Solving at the Vice Chancellor Level
Meeting Summary Form

Purpose of this form: *If an employee requests that the appropriate Vice Chancellor review an alleged violation of College policy and procedure or a problem affecting his/her working conditions which was previously discussed with his/her Immediate Supervisor (Step 1) and his/her Intermediate Supervisor (Step 2), the Vice Chancellor meets with the Intermediate Supervisor and discusses a solution. As a result of that meeting (Step 3), the Vice Chancellor uses this form to make recommendations and attaches copies of forms documenting Step 1 and 2.*

Date of Step 3 Meeting of Vice Chancellor and Intermediate Supervisor: _____

Name of Employee Requesting Step 3 Meeting: _____

Dept./Division: _____

Name of Intermediate Supervisor: _____

Name of

Respondent(s): _____

Steps Recommended by the Vice Chancellor to Remedy the Problem:

I recommend the remedy listed above.

Signature of Vice Chancellor

_____ *I accept the recommended remedy. (Or) _____ I disagree for the following reason(s):*

Signature of Employee Requesting Meeting

_____ *I accept the recommended remedy. (Or) _____ I disagree for the following reason(s):*

Signature of Respondent

(Copies of completed forms 2534/001, 2534/002, and 2534/003 must be attached to this form.)

Form 2534/004

DELGADO COMMUNITY COLLEGE
Request for Grievance Hearing

PART A: *(Part A to be completed by the Grievant and submitted to the Grievance Officer, within three (3) working days after Step 2 or Step 3. The Grievance Officer will in turn call a meeting of the grievant and respondent(s) to select a Grievance Committee for this specific grievance.)*

Date: _____
Name of Grievant Requesting Hearing: _____
Department/Division: _____
Name of Respondent(s): _____

PART B: *(Part B to be completed by the Grievant, and submitted to the Grievance Officer, prior to or at the meeting at which the Grievance Committee is selected.)*

I request a grievance hearing on the following issues and I recommend the following remedies.

Specific, Grievable Issue(s): (If more than one, number each issue.)

Define College Policy or Procedures Allegedly Violated or Applied in an Inequitable or Discriminatory Fashion or a Problem Affecting Working Conditions: *(Identify the number of the issue for each policy/procedure, as applicable.)*

Define the Facts Which Demonstrate the Above:

Specific, Recommended Step(s) to Remedy the Problem: *(Number each if more than one.)*

Signature of Employee Requesting Hearing

**DELGADO COMMUNITY COLLEGE
Respondent's Response to Grievance Hearing Request**

Date: _____

To: _____

Address: _____

From: _____

Grievance Officer

College Title

Office Phone Number

_____ (name of grievant) has officially requested a grievance hearing in regard to the alleged grievance (as defined on attached Form 2534/005) and has identified you as a respondent.

To provide the Grievance Review Committee with your response to these allegations, complete the following and return it to my office by _____ (within five working days of the date on this form.)

******* PART A: To Be Completed by Respondent *******

Your Response to the Employee's Grievable Issue(s) and the College Policy and Procedures Which Were Allegedly Violated or Applied in an Inequitable or Discriminatory Fashion or Work-Related Problem:

Your Response to the Employee's Representation of the Facts and Suggested Remedy:

Respondent's Signature

Date

(Continued on Back)

(Copy of completed form 2534/005 must be attached.)

Form 2534/007 (front)

DELGADO COMMUNITY COLLEGE
Notice of Grievance Committee's First Meeting

To: _____

Address: _____

From: _____

Grievance Officer _____ College Title _____

Office Phone Number _____

Date: _____

You are hereby notified of the first meeting of the Grievance Committee relative to a grievance alleged by _____ (name of grievant) who has identified _____ as the respondent(s).

You have been identified as a/the (check one):

_____ grievant _____ respondent _____ committee member

All committee members are required to be present at this meeting. Neither the respondent nor the grievant will be present at the meeting. If they are requested to appear, they will be notified.

For your information, the Committee's first meeting is scheduled for the following:

Date: _____

Time: _____

Place: _____

**DELGADO COMMUNITY COLLEGE
Review of Request for Grievance Hearing**

Date: _____
Grievant's Name: _____ Title: _____
Department/Division: _____
Respondent's Name: _____ Title: _____
Respondent's Name: _____ Title: _____

The Grievance Committee has met to review the request by the above grievant for a hearing on the alleged grievance. The Committee has determined the following: *(Attach additional pages if necessary.)*

_____ The Committee agrees that a grievance exists (as defined in Section 4 of Policy and Procedures Memorandum PR-2534.1B), and makes the following recommendation(s) to solve the grievance:

_____ The Committee approves the request for a hearing. (The Committee determines that a specific provision(s) of official College policy and procedures may have been violated or applied in an inequitable fashion or that a work-related problem may exist.) A hearing is necessary to discuss the issues listed below. (No other issues will be discussed at the hearing.)

Please note the following:

1. All parties involved will receive notification of the date, time and place of the hearing.
2. The grievant and respondent(s) are required to be present at the hearing.
3. You have a right to have witnesses/parties called to be present at the hearing. Witnesses/parties called to be present must be limited to members of the College community (faculty, staff and/or students). To have witnesses/parties called, you must submit Form 2534/011 to the Committee Chair within three (3) working days of the date on this form.

_____ The Committee denies the request for a hearing. (The Committee determines that the following provision(s) of official College policy and procedure clearly was not violated or applied in an inequitable or discriminatory fashion or a work-related problem clearly does not exist, as explained below.)

Signature of Committee Chair: _____ Date: _____
Signature of Committee Members: _____

(Copies of completed forms 2534/005, and 2534/007 must be attached.)

Form 2534/009 (front)

***** *To Be Completed By Grievant* *****

_____ I accept the Committee's recommendation(s).

_____ I do not accept the Committee's recommendation(s) and I understand that this rejection of the recommendation(s) will result in a full hearing.

_____ I am appealing the denial of a hearing to the Chancellor. (Attach Grievance Outcome Appeal to the Chancellor Form, Form 2534/013.)

Signature of Grievant

Date

**DELGADO COMMUNITY COLLEGE
Notice to Appear at Grievance Hearing**

Date: _____

To: _____
Address: _____

From: _____
Grievance Officer _____ College Title _____
Office Phone Number _____

You are hereby notified to appear at a hearing on a grievance alleged by _____
_____ (name of grievant) who has identified _____
_____ as the respondent(s).

You have been identified as a/the _____ (grievant, respondent, witness, etc.)
in this grievance process and your presence is required at the hearing.

The hearing is scheduled for the following:

Date: _____
Time: _____
Place: _____

Information for the grievant and respondent(s):

1. You may request a postponement of the hearing, in writing, within three (3) working days of this notification if you have a valid reason (for example, scheduled vacation, away on College business, or a prior commitment you are unable to rearrange.) The postponement may not be longer than ten (10) working days from the date of the originally scheduled hearing.
2. It is recommended that you consult the College's official grievance policy in regard to how grievance hearings are conducted.
3. You have a right to have witnesses/parties called to be present at the hearing. Witnesses/parties called to be present at the hearing must be limited to members of the College community (faculty, staff and/or students). To request witnesses/parties to be called to be present at the hearing, you should submit Form 2534/011 to the Committee Chair within three (3) working days of the date on this notice.

If you have any questions, you may contact me at the phone number listed above.

Grievance Officer's Signature

December 17, 1996*
(*Title Updates 2/26/13, 10/26/06)

AA-2534.1B

Attachment K

DELGADO COMMUNITY COLLEGE
List of Witnesses/Parties Called to Be Present At Grievance Hearing

Date: _____
To: _____ Grievance Officer
From: _____ (Check one: _____ Grievant _____ Respondent)
Re: Grievance Hearing regarding: Grievant: _____
Respondent(s): _____

I would like to request that the following person(s) be called to be present at the hearing scheduled to discuss the grievance between the parties listed above.

<u>Person Requested</u>	<u>Affiliation with the College</u>	<u>Role of this Person at the Hearing</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

Received By:

Signature of Committee Chair

Date

Form 2534/011

----- **For Use by Chancellor Only** -----

Chancellor should send original of completed final report and all attachments to the Grievance Officer with copies of the form to the Committee Chair, the Grievant and the Respondent(s) within five (5) working days after receiving Committee's findings and recommendations.

Date: _____

Re: Grievance Hearing on _____ (date of hearing)
Grievant: _____ Respondent(s): _____

_____ I accept the Committee's findings and will take the Committee's recommended step(s) to remedy the situation.

_____ I accept the Committee's findings and will modify the Committee's recommended step(s) to remedy the situation. The following is the modified recommendations: (Use additional pages if necessary; additional pages must be attached.)

_____ I deny the Committee's findings, for the following explicit reasons, and will take the following recommended step(s) to remedy the situation. (Use additional pages if necessary; additional pages must be attached.)

Signature of Chancellor

Date

**DELGADO COMMUNITY COLLEGE
Grievance Outcome Appeal to the Chancellor**

A grievance appeal should be made within ten (10) working days after receiving the Grievance Committee's Report. A copy of the appropriate report that is being appealed--the Review of Request for Grievance Hearing (Form 2534/009) or the Grievance Committee's Report of Findings and Recommendations (Form 2534/012)--must be attached.

Date: _____
Name of Grievant Requesting Appeal: _____
Department/Division: _____
Name of Respondent(s): _____

I request an appeal of the grievance report, as attached. The following states the specific reasons as to why the decision and/or recommendations are not acceptable to me.

Signature of Grievant Requesting Appeal

For Use By the Chancellor Only

_____ I uphold the grievance report and will not accept the appeal of the decision for the following reasons.

_____ I accept the appeal, for the following specific reasons, and I recommend the following course of action to remedy the situation.

Signature of Chancellor

date

Chancellor should send original of appeal form and all attachments to the Grievance Officer with copies sent to the Vice Chancellor, the Committee Chair, the Grievant and the Respondent(s) within five (5) working days after receiving the appeal form.