



CLASSIFIED EMPLOYEE GRIEVANCE FORM

When an employee feels that he/she has been treated unjustly, the employee has the right to file a grievance. Only those grievances that cannot be appealed to the Civil Service Director or the Civil Service Commission shall be processed using the College grievance procedure. If a grievance is settled orally with the immediate supervisor, a written record is not mandatory. However, if the employee (grievant) is not satisfied with the oral decision of the immediate supervisor, then the Classified Employee Grievance Form is used at each subsequent step at which the appeal is made.

*The employee may present the grievance form to his/her immediate supervisor within fourteen (14) calendar days from the date the employee first became aware of, or should have become aware of, the cause of such grievance. If possible, the grievance should be settled at that level. **The original grievance form, when completed, must be placed on file in the Office of the Chief Human Resources Officer.***

Note: An employee may skip the grievance step that involves an individual in the employee's supervisory chain, if the grievance has to do with harassment by that individual.

NAME

DATE

JOB CLASSIFICATION

GRIEVANCE STATEMENT

RELIEF SOUGHT

Grievant's Signature _____

Date _____

DECISION OF IMMEDIATE SUPERVISOR

The immediate supervisor must provide a written response to the grievance within seven (7) calendar days.

RESPONSE

Supervisor's Signature _____

Date _____

Date Received from Supervisor _____

Grievant Initials _____

page 2 of 5 (10/26)

GRIEVANT'S RESPONSE (Please initial by the appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am not satisfied with the answer to my grievance and wish to have it referred to the next step.

Grievant's Signature _____ Date _____

If the grievant is not satisfied with the first-step response, or if a response is not provided within the prescribed time limit, the grievant indicates this on the grievance form. Within seven (7) calendar days following the date the grievant received the immediate supervisor's response, or within seven (7) calendar days following the date the immediate supervisor's response was due if the immediate supervisor fails to respond within the prescribed time limit, the grievant then may present the grievance form to the intermediate supervisor (next-level supervisor) for a decision.

STEP TWO
DECISION OF INTERMEDIATE SUPERVISOR

The intermediate supervisor must investigate, afford the grievant an opportunity to present his or her viewpoint, and provide the grievant a written response containing findings and recommendations within fourteen (14) calendar days of receipt of the written grievance.

Intermediate Supervisor's Signature _____ Date _____

Date Received from Intermediate Supervisor _____ Grievant's Initials _____

GRIEVANT'S RESPONSE (Please initial by the appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am not satisfied with the answer to my grievance and wish to have it referred to the next step.

Grievant's Signature _____ Date _____

If the grievant is not satisfied, he or she may submit the grievance to the Chief Human Resources Officer or designee within seven (7) calendar days following the date the grievant received the second-step response, or within seven (7) calendar days following the date the second-step response was due if the second-step response is not made within the prescribed time limit.

STEP THREE
DECISION OF CHIEF HUMAN RESOURCES OFFICER

The Chief Human Resources Officer or designee must conduct a hearing, an investigation if deemed appropriate, OR a review of the first and second-step responses, and must issue a written decision within twenty-one (21) calendar days following the date the grievance entered the third step. If a hearing is conducted, the grievant shall be given notice at least 5 calendar days in advance of the hearing, unless this is waived by the grievant.

Signature _____ Date _____

Date Received from
Chief Human Resources Officer _____ Grievant's Initials _____

GRIEVANT'S RESPONSE (Please initial by the appropriate response.)

_____ I am satisfied with the answer to my grievance.

_____ I am not satisfied with the answer to my grievance and wish to have it referred to the next step.

Grievant's Signature _____ Date _____

If the grievant is not satisfied with the third-step response, or if a response is not provided within the prescribed time limit, the grievant indicates this on the grievance form. Within seven (7) calendar days following the date the grievant received the Chief Human Resources Officer's response, or within seven (7) calendar days following the date the response was due if the Chief Human Resources Officer fails to respond within the prescribed time limit, the grievant then may present the grievance form to the Chancellor for a decision.

STEP FOUR
DECISION OF THE CHANCELLOR OR APPOINTED REPRESENTATIVE

*The Chancellor or an appointed representative shall meet with the grievant within fourteen (14) calendar days of the receipt of the written grievance and shall render a decision within seven (7) calendar days thereafter. **This is the final step in the College internal grievance procedure.***

Signature _____ Date _____

Title _____