

## **CP 2.7.1**

### **Termination, Hearings, and Grievances**

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***Related Board of Trustee Policy: BP 2.7***

**Responsible Official**    *Board of Trustees*  
**Approvals**                *03/09/09*  
**Revision**

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## **Procedure**

### **STEP 1**

If any employee has a problem or grievance, it should first be discussed with the immediate supervisor. The supervisor may call higher level supervisors into the discussion if the employee agrees. Or, the supervisor may consult with higher level supervisors to seek any needed advice or counsel from administrative superiors before giving an answer.

The employee shall receive an answer within five (5) working days, or be advised as to the conditions which prevent an answer within five working days and when an answer may be expected.

**NOTE:** In some types of grievances, such as dismissals, the College may proceed directly to the grievance committee level, rather than start with the immediate supervisor. This may be because of the involvement of the immediate supervisor in the disputed decision, or because of lack of authority of the immediate supervisor to change the decision.

### **STEP 2**

If the decision reached in Step 1 is not satisfactory to the employee or it was not promptly implemented, the matter may be appealed by the employee to the President. If it is necessary for a grievance to be brought to the President, the President will appoint an appropriate committee to study and hear the grievance.

The party requesting the referral shall provide a written summary of the specific facts of the complaint, copies of which shall be provided at the same time to all other parties concerned. If the employee so desires, he/she may ask the President for help in preparing the request and the written summary of facts of the appeal. A request from the employee for a hearing shall be made to the President who shall transmit the request to the grievance committee.

In establishing a grievance committee, it is necessary to give attention to the due process of law. Therefore, a committee must be entirely impartial. To better insure impartiality, the committee shall consist of three or more persons and shall not include two employees from the same operational unit. The President will be responsible for the appointment of a grievance committee.

At the conclusion of the hearing, it will be the responsibility of the chairperson of the grievance committee to inform the President of the details of the problem, the reasons why it was not resolved at lower levels, and the recommendation(s) of the committee. The President will make the decision for the College within five working days, and this decision will be announced immediately by the President to all parties concerned. The decision of the President is final.