

E-3g(1) PROCEDURE Grievance Procedure (see note below)

NOTE: Grievances procedures negotiated with the SCC Faculty Association and the SCC Professional Association may be found in their individual agreements.

It is the intent of the College to provide employees with both informal and formal procedures for processing employee grievances that pertain to alleged violations or inequitable application of College policies and against discrimination on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law. All persons shall be free from any and all restraint, interference, coercion, retaliation, or reprisal on the part of their associates or supervisors in making a complaint or appeal. For any grievance involving a grievable disciplinary matter, the College shall bear the burden of proof.

Informal Procedure: The informal procedure as the term would imply is a procedure whereby an employee who believes there has been misapplication of policy can informally discuss differences or problems with one's immediate supervisor for the purpose of seeking a resolution of the problem or difference. Both the employee and the supervisor should recognize that in some circumstances the problem may be due to miscommunication, misunderstanding, personality conflict, etc. and that some form of conflict resolution may be more appropriate than a grievance procedure.

Formal Procedure: The formal procedure as the term would imply is a more structured procedure. An employee must go through the informal procedure in an attempt to resolve the problem before starting the formal procedure. The formal procedure is designed to ensure the employee's grievance will be received and resolved as expediently as possible and at the lowest possible level of administrative authority.

Section 1 - Definitions

- A. Grievance shall be defined to mean any dispute or controversy between the employee(s) of the College and the College whereby there has been an alleged violation or inequitable application of College policy. The term "grievance" shall not apply to any matter in which the Board of Governors is without authority to act.
- B. Aggrieved employee or grievant shall be defined as the employee(s) making the complaint.