

## **E-3g(4) PROCEDURE Grievance Procedure**

- a. The representatives shall not participate in the discussion.
  - b. To preserve the informal atmosphere, no tape recordings may be made during the informal grievance process.
  - c. Tape recordings may be made of meetings involved in the formal grievance process. A copy of the tape shall be supplied if requested by the other party.
- G. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
- H. All meetings and hearings under this procedure through Section 6, Step 5 shall not be conducted in public, and shall include only parties in interest and their designated or selected representatives. Any meeting or hearing before the Board of Governors shall be held in public unless: (1) a lawful basis exists for holding the hearing or meeting in closed session; (2) the grievant has requested a closed meeting; and (3) a majority of the Board members in attendance and voting at the meeting votes to hear the matter in closed session.
- I. A single grievance form shall be used in processing grievances. A copy of the form may be found on page E-3g (8).
- J. No reprisals of any kind shall be taken by the College against any party in interest, any representative, any employee, or any other participant in the grievance procedure by reason of such participation; and no final action shall be taken by the College on any issues or actions which are in the grievance process.
- K. At any step in the grievance procedure through Section 6 Step 4, any decision made by administrative representatives should be accompanied by the reasoning or justification for the decision.
- L. In Section 6 Steps 1 through 5, if the grievant wishes to appeal the grievance to the next level, the grievant must provide the reasoning or justification for appealing the decision made at the previous level.

Adopted Date: 07/01/2001