

COLORADO COMMUNITY COLLEGE SYSTEM

SYSTEM PRESIDENT'S PROCEDURE

EMPLOYEE GRIEVANCES - CENTRAL SYSTEM STAFF

SP 3-50a

Reference:

Board Policy on Employee Grievances, BP 3-50

Effective: December 19, 1991
Retitled: September 14, 2000
Retitled: August 25, 2001

APPROVED:

S/ Dorothy A. Horrell, System President

Application:

This procedure applies to exempt employees on the central system staff. Employees who are part of the state classified system have similar rights under the state personnel rules and regulations.

Basis:

The policy requires the System president to establish a grievance procedure for exempt System office staff which includes review by a grievance committee. In addition, the federal regulations require the System President to establish prompt and equitable process to review grievances based on equal opportunity/affirmative action concerns.

Establishment of Grievance Review Committee:

When a formal grievance is filed, the System President will appoint three staff members, who together with the Director of Personnel shall constitute the grievance review committee ("Committee"). The Director of Personnel shall be a nonvoting member and shall act as chair. If the grievance alleges a violation of BP 3-120 or SP 3-120a, the Director of Affirmative Action shall substitute for the Director of Personnel hereafter. If the grievance is against either the Director of Personnel or Director of Affirmative Action, the System President shall designate another staff person to serve as chair of the Committee.

PROCEDURE: REVIEW OF CENTRAL STAFF GRIEVANCES

Step 1. Informal Review

A regular exempt employee (grievant) who believes he/she has suffered a grievable offense shall make an attempt to resolve the issue through informal discussions with his or her supervisor.

Step 2. Written Grievance

If the matter is not resolved through informal channels and the employee wishes to seek a formal ruling in the matter, a written statement (grievance) must be filed with the Director of Personnel within fourteen days of the date the employee knew or reasonably should have known about the action. The written grievance shall state the action(s) being grieved, the name of the person(s) who took the action (respondent(s)), and the redress being sought.

Step 3. Committee Review

The Committee will convene a meeting within fourteen working days of receipt of the written Grievance by the Director of personnel. The grievant and the respondent shall each be given opportunity to present their side. The Director of Personnel shall be responsible for maintaining the record of the proceedings.

The Committee will submit a written recommendation together with the grievance file to the System President. A copy of the Committee's written recommendation will be provided to the grievant and the respondent(s).

Step 4. Decision Regarding Committee Recommendation

The System President will issue to all parties a written decision concerning the grievance. The decision of the President is final.

The record of the proceedings and the written decision of the President shall be returned to the Personnel Office where such record shall be retained on file for a minimum of three years.