



## I. Informal Dispute Resolution Policy

The administration at Northwest Mississippi Community College encourages clear and collegial communication to promptly resolve disputes. An employee is encouraged to initiate discussions with his/her supervisor first, and as soon as reasonably possible from the date of the incident giving rise to the concern.

## II. Due Process and Grievance Policy (Formal Dispute Resolution)

If informal attempts to resolve a conflict are not successful or are not appropriate given the nature of the issue, another option in the formal dispute resolution process is the grievance process. The administration at Northwest Mississippi Community College recognizes the right of each employee to a fair hearing with regard to any grievance concerning employment, retention, employee evaluation, dismissal, promotion, salary, working conditions, or assigned duties.

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**PROCEDURES:** The grievance procedure shall proceed in the following manner:

1. The complainant shall discuss his/her grievance with his/her immediate supervisor no later than seven College working days after the act causing the grievance or when the facts pertaining thereto become known or should have been known by the employee. (If the complaint involves the complainant's immediate supervisor, the grievance procedure should begin at Step 2.) The supervisor shall attempt to resolve the matter and submit an answer to complainant within a reasonable amount of time.
2. If the complainant is not satisfied with the supervisor's answer, the complainant shall file his/her grievance in writing using the Personnel Grievance Form with the administrator who is immediately superior to the complainant's supervisor. The written grievance is to be filed within seven College working days after the completion of Step 1 or, if the grievance procedure begins at Step 2, no later than seven College working days after the act causing the grievance or when the facts pertaining thereto become known or should have been known by the employee. The administrator

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shall investigate the grievance and attempt to resolve the matter expeditiously and may advise of any delay. The administrator shall give the employee an answer in writing and retain a file copy.

3. If the administrator's response does not resolve the matter to the complainant's satisfaction, Personnel Grievance Form presented at Step 1 should be presented to the President by the Complainant within three College working days after the completion of Step 2. The President shall review the grievance and issue a decision in writing as expeditiously as possible.
4. The decision of the President may be appealed to the Board of Trustees only in cases involving employees who are faculty members or who have faculty status and only in cases involving dismissal or non-renewal. Such employees wishing to appeal the decision of the President to the Board of Trustees shall notify the President in writing within three College working days of the receipt of the President's decision in the case.
5. The Board of Trustees shall act as a board of review in all cases within the College involving faculty members or employees with faculty status. The Board of Trustees will consider the written grievance of the Complainant as well as any response generated through the grievance process. The Chairperson of the Board of Trustees shall present the written complaint to the Board of Trustees as soon as possible and should aim to present it at the next regular meeting of the Board, where it will be promptly acted upon. The Board of Trustees may, in its sole discretion, allow the complainant to appear or to not appear before the Board, or Committee of the Board, to present the appeal and may implement any other procedures as it deems necessary.