

Grievance Procedure



The Allen County Community College Board of Trustees recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements of practices or differences of interpretation of policy that might arise between the college and its employees or students. Should a grievant feel, after oral discussion with the supervisor, that the grievant's rights under Allen County Community College Policy have been violated, they may originate a grievance.

The grievant shall, within 14 days after the grievant is aware of or reasonably could have been made aware of the facts upon which the grievance is based, present the facts, in writing, to the proper supervisor, division head, or a designated representative of the college. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the supervisor, division head, or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the appropriate vice president. The vice president may consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the vice president is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the college president. The decision of the president shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the college president is unsatisfactory, the matter may be appealed, within ten (10) working days, to the Board of Trustees. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the individual to whom the grievance or appeal should be presented is involved in the grievance, the grievant may submit the grievance or appeal to the next higher level in the grievance process (i.e. Vice President, President, or Board of Trustees). The individual receiving the grievance/appeal may respond or refer it to an appropriate employee for disposition.

In addition to utilizing the statutorily created political subdivisions of the state complaint process:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office at www.InYourCornerKansas.org.
- Discrimination complaints may be filed with the Kansas Human Rights Commission at www.khrc.net.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office at http://kansasregents.org/resources/PDF/Academic_Affairs/3257-ComplaintForm_SARAINstitutions.pdf.

- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at www.hlcommission.org/.