

Director Procedure Number: DP602
Title: Grievance Procedures
Section: Personnel – Classified Employees

Grievance Procedures

For purposes of these procedures, a complaint is any unresolved problem concerning application or interpretation of:

- State laws or regulations
- Policies, rules or regulations of the Joint Committee
- Procedures accompanying a policy

The following constitutes the procedures to be followed in the event of employee complaints.

Preliminary

Complaints should be discussed in a private, informal conference between the parties involved. At least one private meeting should take place between the parties before the complaint procedure is invoked.

Step #1

The employee who has the grievance should first discuss the matter with the employee's immediate supervisor. The employee shall describe his or her complaint, the circumstances on which the complaint is based, the person(s) involved, and the remedy sought.

Step #2

If the employee is not satisfied with the resolution at step #1, the employee should bring the matter to the attention of the Business Manager. The Business Manager shall review the matter with the Director. The resolution of the Director shall be final.

Adopted: 3/13/13