

CHAPTER III

FACULTY AND STAFF

SECTION XIV. GRIEVANCE PROCEDURES

- A. Institutional Grievance Procedures. Each institution shall develop and promulgate an internal grievance procedure for employees (classified and unclassified). This procedure shall be approved by the Board. An employee must exhaust all administrative procedures at the institutional level before an appeal can be made to the Board.
- B. Board Review. If an employee makes an appeal to the Board, the administrative proceedings from the institution will be reviewed. The purpose of this review is to determine if an appropriate process has been provided to the grievant, not to review the particular outcomes. Following this review, the grievant will be notified of the Board's decision. (Revision approved 1/5/00)
- C. Granting of Hearing. The Board may grant the grievant a hearing and provide a fixed time for each party to present his/her case and all arguments shall be confined to the record of the administrative proceedings from the institution. However, after the review of the administrative proceedings from the institution, the Board may allow additional evidence to be presented. The Board will notify both parties of the type of additional evidence it seeks and the procedure to be used in its presentation.
- D. Board Policy on Grievance. The Board recognizes the necessity and desirability of providing employees a method and forum in which to resolve, in an orderly fashion, problems in the work place. However, by the adoption of this policy, it is not the intention of the Board to confer upon college and university employees any additional rights of substantive or procedural due process not mandated by law.