



College of The Albemarle Policy

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Title: Grievance

Related Policy and Procedures: Policy 3.3.4 Discipline Action, Suspension, and Dismissal; Policy 3.3.5 Contract Non-Renewals and Resignations; Policy 3.3.7 Discrimination and Harassment; Policy 3.3.9 Reduction in Force - Involuntary Leave Without Pay

Division of Responsibility: Human Resources

To maintain a harmonious and cooperative relationship between the College and its employees, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every employee shall have the right to present their problem or grievance free from coercion, restraint, discrimination, reprisal, or retaliation. The Policy provides for prompt and orderly consideration and determination of employee problems or grievances by supervisors and the president.

A grievance is any matter of employee concern or dissatisfaction within the College's control except: (a) employee disciplinary matters pursuant to Policy 3.3.4 Discipline Action, Suspension, and Dismissal; (b) the non-renewal of an employment contract pursuant to Policy 3.3.5 Contract Non-Renewals and Resignations; (c) discrimination and harassment pursuant to Policy 3.3.7 Discrimination and Harassment; (d) reduction in force and/or involuntary leave without pay pursuant to Policy 3.3.9 Reduction in Force - Involuntary Leave Without Pay; or (e) any other matter that has a specific grievance process outlined in College policy.

A. Informal Grievance Process

If an employee has a grievance, it should first be discussed with their immediate supervisor within five (5) college working days from the date of the situation that is grieved. The supervisor may call higher level supervisors into the discussion if the employee agrees, or the supervisor may consult with higher level supervisors to seek any needed advice or counsel from their administrative superiors before giving an answer. The employee shall receive an answer within five (5) college working days or be advised as to the conditions which prevent an answer within five (5) college working days and when an answer may be expected. In any event, an answer shall be provided in writing within ten (10) college working days. The circumstances should be documented by both the supervisor and the employee (grievant).

B. Formal Grievance Process

If the decision reached by the Informal Grievance Process is not satisfactory to the grievant, they may file a written grievance with the director of human resources ("director") within five (5) college working days after receipt of the Informal Grievance Process decision. The written grievance must clearly specify the relevant facts supporting the complaint and detail the relief sought.

The director of human resources will review the grievance and may request additional



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information as needed. The supervisor and the employee are required to fully cooperate during this process. The director will issue a written decision within ten (10) college working days of receiving the grievance, unless an extension is granted for good cause with written notice provided to all parties involved. If no appeal is filed, the director's decision will be final, implemented promptly, and the grievance will be considered resolved.

C. Appeal to the President

If the decision reached by the Formal Grievance Process is not satisfactory to the grievant, the grievant may, within five (5) college working days receipt of the director's decision, appeal the director's decision to the president. The appeal must be in writing and provided to the president. The president will conduct an "on the record review" of the documents and supporting materials presented during the Formal Grievance Process and, if needed, conduct any further investigation. The president can accept, reject, or modify the director's determination and will make a decision within ten (10) college working days and the decision will be communicated to all appropriate persons. The president's decision shall be final.

D. Grievances Involving the President

In the event a grievance is being filed against the president, the grievant shall first follow the Informal Grievance Process outlined above and meet with the president. If the grievant is not satisfied with the resolution at the Informal Grievance Process, they may continue with the Formal Grievance Process but file the written grievance with the Board Chair. The Board Chair shall delegate the matter to the College Attorney to investigate. The Board Attorney will have the authority to conduct the investigation and will file a written report to the Board and the grievant within thirty (30) college working days.

The Board shall review the Board Attorney's report and if necessary, allow for the grievant and president to address the Board. The Board shall issue a written decision within thirty (30) college working days receipt of the Board Attorney's report.

If more time is necessary for either the Board Attorney to investigate and/or the Board to review the matter, the Board Chair may extend all deadlines as necessary.

E. Rules

Grievances shall be processed according to the following rules:

1. If at any stage of the grievance the grievant does not take the next step within



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the time allotted, the grievance shall be settled in the manner recommended or decided by the administration at the last step.

2. In the event a grievance is not filed or processed in the manner and within the time set forth above, it shall be forever barred.
3. The grievant may withdraw the grievance at any level.

June 13, 2023

April 14, 2026

April 14, 2026

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision