



## Due Process Policy- Procedures

Policy # 16.002, July 27, 2011

### **I. Step 1 – Supervisor**

The grievant shall discuss the grievance with his/her immediate supervisor. If the oral response is not satisfactory, the grievant will file a written grievance with the supervisor, and submit copies to next administrator in the chain of command, and Human Resources Administrator. The grievance shall include the date of occurrence; nature of the grievance; policy, rule or condition violated: and the relief sought. The supervisor shall respond to each point of the grievance in writing, and submit copies to next administrator in the chain of command and Human Resources Administrator.

### **II. Step 2 – Vice President of Department**

If the grievant is not satisfied with the grievance's disposition, a meeting will be requested with the Vice President of the Department. After investigation, and discussion, the administrator will respond to the grievant in writing.

### **III. Step 3 - President**

If the grievant is not satisfied, he/she will request a meeting with the President of the College. After investigation and discussion, the recommendation of the President of the College shall be final and binding on the grievant.

Associates are encouraged to follow the procedure listed above. However, if at any step you are not comfortable with proceeding, Human Resources may be contacted for guidance. Furthermore, you should bring any complaint of sexual harassment or other unlawful discrimination directly to the Human Resources Department.