

STAFF CONCERNS/COMPLAINTS/GRIEVANCES

Code **GBK-R** Issued **3/13**

The board encourages employees to discuss their concerns or complaints informally with their director. Often, the cause of a problem or concern is merely a misunderstanding among the individuals involved. If, at any time, an employee feels that a formal mechanism for raising her/her concern or problem is needed, he/she should follow the procedure below.

Grievance procedure

An employee who wishes to file a grievance must complete the prescribed grievance form and present it to the director within ten days following either the event giving rise to the grievance or the time when the employee reasonably should have gained knowledge of the occurrence. Should the employee believe that the resolution of the grievance requires a decision beyond the director level; the employee will so state such belief upon submitting the grievance form. If the director is in agreement concerning authority to resolve the grievance, he/she will immediately notify the employee that the grievance will be brought before the Barnwell County Career Center Board of Trustees. The director, however, may determine that the resolution of the grievance is not outside his/her authority to hear the grievance.

- The director will arrange a meeting with the employee within ten days of the receipt of the grievance. The director will provide the employee with a written response to the grievance within ten days after the meeting. The response will include that the matter may be appealed to the BCCC Board of Trustees. Such an appeal should be presented in writing within five days.
- On appeals to the director, the director or his/her designee will arrange a meeting within ten days of the receipt of the grievance and will respond in writing to the employee within ten days of his/her hearing of the grievance. The director or his/her designee will make summaries of the lower level presentations and responses and may, at his/her discretion, hear witnesses and evidence directly. At a grievance hearing before the director or his/her designee, the employee may be accompanied by a representative of his/her choosing, provided that notice of legal representation is given to the director or his/her designee at least 72 hours prior to the meeting.
- Reasonable adjustments to the time frame set forth in this administrative rule may be made at the request of either party.

Appeal to the Board of Trustees

After following the above procedure, an employee may request a meeting with the Board of Trustees for the purpose of discussing the grievance which arose from his/her employment. The request will be made in writing to the director within five days of the director's or his/her designee's responses to the grievance.

The director will, at the upcoming board meeting, present to the board the request that the grievance be heard, together with copies of all correspondence and responses from the lower administrative levels.

The board will notify the employee of its decision (whether or not to meet with the grievant to discuss the grievance) within ten days. Should the board decide to discuss the grievance with the grievant, said discussion will be informal and non-adversarial.

Issued 3/18/85; Revised 12/18/01, 3/18/13