

The purpose of this Board Rule is to provide a procedure to address grievances for employees and applicants for employment and to secure, at the lowest possible level, resolutions to employee/applicant grievances, and to guarantee an orderly process by which these resolutions may be pursued:

- STEP 1:** Grievances shall be lodged in writing with an employee's immediate or hiring supervisor within 60 working days after the act giving rise to the grievance occurs. Within five (5) working days after the receipt of a grievance, the supervisor shall meet with the individual in an effort to resolve the grievance. Within five (5) working days of this meeting, the supervisor shall notify the individual of the disposition of the grievance.
- STEP 2:** If the individual believes that the disposition of the grievance at Step 1 is incorrect, an appeal may be filed in writing with the Provost if a campus position, or with a Vice President if a District Office position. This appeal must be filed within 15 working days of the employee's receipt of the Step 1 disposition.
- STEP 3:** If the individual believes that the disposition at Step 2 is incorrect, it may be appealed in writing to the President within 15 days after the receipt of the Step 2 disposition.
- STEP 4:** The individual grievant may request assistance from the District Coordinator of Multicultural Student Affairs and Equity Services, **in accordance with appropriate procedures**, at any point during the grievance process. The District Coordinator of Multicultural Student Affairs and Equity Services is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, the District Coordinator of Multicultural Student Affairs and Equity Services shall monitor progress of the case to its conclusion.
- EXCEPTION:** A grievance alleging harassment may be filed directly with the Provost by a campus position, or with a Vice President if a District Office position. If the allegation is against a Provost or a Vice President, the grievance may be filed directly with the President.

The President shall render the final disposition of the grievance (appeal) in writing within 15 days of the date that the appeal was filed with the President's Office.

**6Hx19-2.39**

**Resolution of Employee/Applicant Grievances**

At all stages of the investigation, the existence of the grievance, the parties involved and all other related information shall be treated as confidential and disclosed only to witnesses and others involved and only to the extent disclosure assists in the investigation or is necessary for the investigative process.

No person filing a complaint under this section shall be subject to any adverse action by the College or any employee of the College. Any person acting in a manner deemed to be retaliatory for the filing of a complaint under this Rule shall be subject to appropriate disciplinary action. Any person filing a complaint under this Rule, which complaint is determined to have been filed in bad faith or for purposes of harassment, embarrassment or to disrupt the orderly operation of the College may be subject to disciplinary action.

Rule Adopted: 9/13/73; 8/25/75; 8/16/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87;  
7/11/88; 10/21/97; 1/16/07; ■10/08/07; ■09/02/08

Effective Date: 9/13/73; 10/7/75; 9/15/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87;  
7/11/88; 10/21/97; 1/16/07; ■10/08/07; ■09/02/08

Legal Authority:

General Authority: Florida Statutes: 1000.05; 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-19.001-010

Law Implemented: Florida Statutes: 112.042; 112.043; 1000.05;  
1001.64((1)(2)(4)(18)(43)(44)); 1001.65(1)(3)(16)(25)

Proposer: Katherine M. Johnson, President

■President's Cabinet approval – Non-Substantive/Editorial