

6Hx19-2.39 RESOLUTION OF EMPLOYEE/APPLICANT GRIEVANCES

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. Student grievances shall be directed to a Student Affairs representative, unless the grievance pertains to a student worker position, in which case the student shall follow the employee grievance procedure.

Initial Filing with Immediate Supervisor:

Employee 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. Applicant grievances may be submitted directly to Employee Relations. Within five (5) working days after the receipt of the 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 in writing. A copy of the grievance and disposition shall be filed with Employee Relations.

If the grievance is about or directly related to the immediate supervisor, the grievant shall file the written grievance with the next level of supervision above the immediate supervisor and shall be treated as if submitted with the immediate supervisor with all associated deadlines.

Appeal to Vice President or Campus Provost:

If an employee finds the disposition of the grievance at the initial filing with the immediate supervisor is unsatisfactory, an appeal may be filed in writing with the Campus Provost if a campus position, or with a Vice President if a District Office position. Applicants shall submit the appeal to the Chief Human Resources Officer. This appeal must be filed within 15 working days of the employee's receipt of the disposition. The Vice President or Provost shall notify the individual of the disposition of the grievance within fifteen (15) working days from receipt of the appeal. A copy of the appeal and disposition shall be filed with Employee Relations.

Final Appeal to President:

If the individual finds the disposition of the appeal to the Vice President, Campus Provost or Chief Human Resources Officer is unsatisfactory, it may be appealed in writing to the President within fifteen (15) working days after the receipt of the disposition. The President shall notify the individual of the disposition of the grievance within fifteen (15) working days from receipt of the appeal. A copy of the appeal and disposition shall be filed with Employee Relations.

Grievance Support and Representation:

At any time point during the grievance process, the individual grievant may request assistance from Employee Relations for appropriate procedures. Employee Relations 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, Employee Relations shall monitor progress of the case to its conclusion.

Exception for Harassment Allegations:

A grievance alleging harassment may be filed directly with the Campus Provost if a campus position, or with a Vice President if a District Office position. If the allegation is against a Campus

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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 fifteen (15) days of the date that the appeal was filed with the President's Office. A copy of the appeal and disposition shall be filed with Employee Relations.

In cases where the grievance is filed against the President, the grievance shall be submitted directly to the Chair of the District Board of Trustees. The Chair shall determine the process for investigation and final disposition and shall notify the grievant in writing of the outcome. A copy of the appeal and disposition shall be filed with Employee Relations.

Confidentiality:

All grievance-related information, including the existence of a grievance and the identities of involved parties, shall be treated as confidential. Disclosure is limited to individuals whose involvement is necessary for the investigation or resolution of the grievance.

Anti-Retaliation and Bad Faith Complaints:

No employee or applicant shall be subject to retaliation for initiating a grievance. Any retaliatory action will be subject to disciplinary measures, up to and including termination. Complaints determined to have been submitted in bad faith or for improper purposes may be subject to disciplinary action as well, up to and including termination.

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; ■10/8/07; ■9/2/08; ■11/20/17; 7/15/25

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; ■10/8/07; ■9/2/08; ■11/20/17; 7/15/25

- *President's Cabinet approval – Non-Substantive/Editorial*
- *President's Administrative Leadership Team approval – Non-Substantive/Editorial*

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)(24)

Proposer: Eric Hall, Ed.D., President