

PROCEDURE

<u>Subject</u>	Employee Conflict Resolution	Number: 1.14.03
Source	Human Resources	Reference (Rule #) 6HX14-1.14.03
President's Approval/Date: 10/18/11	10-000000001-000000001	

- 5.) The written complaint of the Grievant must state the pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document that unfair treatment or a violation of the College's rules, policies, regulations, and procedures or law has occurred, assuming the truth of the facts as stated. In the event of an alleged violation of rules, policies, regulations and procedures or law, the written complaint must specify the particular rule, policy, regulation, procedures or law that is being relied upon to support the complaint. The written complaint must specify with particularity the relief sought by the Grievant.

E. Procedure:

It is the College's intent to be responsive to its employees and their concerns; therefore, the following conflict resolution procedure has been established:

1.) Step One:

- (a) The Grievant should file a written complaint meeting all of the requirements of this procedure with the immediate supervisor within twenty (20) working days from when the incident occurred. (If the complaint is with the Grievant's immediate supervisor, the Grievant may file the written complaint with the next level supervisor.) The supervisor at this level shall be referred to as the "Step One

2) Step Two

(a) If the resolution of the Step One Supervisor does not resolve the problem to the mutual satisfaction of the Grievant and the Step One Supervisor; or, the complaint involves perceived unfair treatment by the immediate supervisor, the Grievant may

-and-

- 2) An employee has followed the procedures outlined in this policy and has made a good faith effort to resolve the conflict. However, the conflict has not been resolved to their satisfaction.

G. Procedure for Appeal Process:

- 1.) The Grievant must submit a written request for an appeal to the Executive Director of Human Resources within ten (10) working days of notification of the Step Three decision. The written request must include the written findings at previous steps.
- 2.) An ad hoc committee consisting of 3 employees will be formed to preside over the appeal process. The committee members will be selected within seven (7) working days of the Grievant's submission of the written request for appeal and will consist of:
 - a.) The Executive Director of Human Resources.
 - b.) An employee chosen from a designated pool by the Grievant initiating the appeal process within seven (7) days of request for appeal.
 - c.) An employee holding a Management/Administration level position from a designated pool, mutually agreed upon by the Executive Director of Human Resources and the Grievant.
- 3.) The Executive Director of Human Resources will convene a meeting of the committee and will provide copies of all the related correspondence. The committee may request personal appearances by the Grievant and any other witnesses or relevant parties. The meeting will be scheduled within ten (10) working days from the establishment of the committee unless mutually agreed with the Grievant to meet at another time.
- 4.) The decision of the committee will be rendered in writing within fifteen (15) working days of the meeting and will be binding on all parties. The President will receive a written report within ten (10) working days of the final meeting of the ad hoc committee. If a consensus decision cannot be reached by this committee, the President will make the final and binding decision within ten (10) working days of receipt of the report.

H. Disciplinary Action

SCF reserves the right to impose appropria