

AGENDA ITEM 11.h

Revision to Board Policy No. 6021 *Grievance Policy*

RECOMMENDED DIRECTIVE: The board hereby approves the revision to the *Board Policy No. 6021 Grievance Policy*

DISCUSSION:

Reason for the revision of the policy

The changes are made to improve the general appearance of the policy, provide clarity, linkage and reference to relevant policies, and include definitions for necessary sections.

Page one, first paragraph includes a new but necessary sentence linking to Board Policy No. 6018 that was approved September 2017 clarifying the limited employment contract grievances to defined sections under the policy.

Section 2, a grievance committee selection and membership is clearly defined to reduce chances and appearance of bias in the process and minimize conflicts between co-workers of the aggrieved party serving on the committee when a hearing does not result in the aggrieved party's favor.

Section 2.b, Board Policy No. 6024 *Nepotism* is referenced and linked to ensure selection of grievance committee members follows the existing policy and to make locating other relevant policies easier when applying this grievance policy.

Section 2.c. includes a section that addresses the different languages spoken by personnel and identifies the college's official language as the language used in hearings, but makes room for translation when necessary. This section points to the significance of knowledge and understanding of the official business language as necessary to carry out the function of the grievance committee to ensure policy procedures are carried out properly and integrity of the policy is upheld. A timeline of notice by selected committee members is necessary to keep the process moving and within a reasonable timeline.

Section 4.c. 3 & 4 adds a specific timeline under this section to ensure the grievance process carried out and completed within a reasonable timeline. Such will enable the parties to receive a decision quickly and then to decide on the next steps thereafter. Link made to the administrative procedures and guidance provided by HRO Direction.

Office unit and division are properly defined on the last page of the policy as they relate to this policy and based on the President's memo dated September 23, 2005, clarifying the terms.

The rest of the changes are numbering of the sections, capitalization of the headings, and breaking it into sections to make reading and locating information easier as well as improving the general look of the policy and making it easier to cite and reference.

Desired outcome of the recommendation

The changes discussed above will make the policy stronger, improve clarity, understanding, and the general look of the policy. The changes are necessary to improve compliance to the policy over all.

Approval process followed

The policy was reviewed by the legal counsel, then Human Resources Committee and Staff/Faculty Senate during the spring 2017 and beginning of Fall 2017 semester. The initial changes were based on input from the legal counsel and HRO Director. The final version was reviewed and endorsed by Executive Committee.

Proposed implementation date

It is recommended that the effective date be the date the board approves the policy.

ACTION TAKEN:

- Approved as presented
- Approved w/ modifications
- Disapproved
- Deferred to a later meeting

VOTE:

aye nay abstain

DATE: _____