



1. Purpose

- 1.1. The purpose of the policy is to provide procedures for resolving employee complaints and grievances in a fair and equitable manner.

2. Policy

- 2.1. It is the policy of the College to engage in open and candid resolutions to complaints and grievances.

3. Definitions

- 3.1. **Grievance:** a complaint by a College employee related to any provision or policy concerning the terms and conditions of their employment
- 3.2. **Civil Rights Grievance Process:** a complaint by a College employee related to any provision or policy concerning the terms and conditions of their employment as it relates to race, color, ethnic background, national origin, religion, age, gender, disability, veteran state, and the sexual orientation or preference or right to free speech. Complaints of this nature should utilize the Tooele Technical College's Employee Non-Discrimination policy and be filed through the Title IX Director.

4. General Guidelines

- 4.1. Employees shall not be subjected to retaliation for participating in the grievance process.

5. Grievance Process

- 5.1. Employees who are initiating a complaint or grievance must discuss the issue with their immediate supervisor, next level of supervision, and/or Human Resources representative within seven working days of the incident in an attempt to resolve the problem most immediate to the parties involved.
- 5.2. This does not apply to situations of civil rights grievances (see Tooele Technical College Employee Non-Discrimination policy).
- 5.3. Employees have the right to seek assistance. A Human Resources Department representative shall advise employees of options under the College's policies and procedures.
- 5.4. The supervisor, Vice President, and/or Human Resources representative must discuss the issue with the employee within seven working days from the date the complaint was received.
- 5.5. If satisfactory resolution is not reached, the employees may send a letter with attached relevant documentation, and submit it to the College President within seven working days after the discussion with their supervisor.
- 5.6. Upon receipt, the President shall review the submitted documentation and issue a written decision within seven working days. This will be the final decision, and the matter shall be considered closed.