



Rowan College of South Jersey

Administrative Procedure: 7203 **GRIEVANCES**

Non-probationary employee grievances will be resolved through the employee problem solving procedure. The Board of Trustees believes that both administration and the employee benefit from expeditious in-house resolution of disputes and, to that end, the employee problem solving procedure should apply.

1. A grievance for purposes of this policy will be considered to be an employee complaint concerned with a condition of employment, discharge, suspension, or other disciplinary action and/or charge of discrimination.
2. In an effort to reduce all grievances to the earliest possible resolution, an employee will discuss the grievance with the immediate supervisor. If, at an informal discussion, a resolution cannot be reached, the employee will submit the grievance in detail, in writing, to the immediate supervisor who will give his/her response in writing within five (5) business days of receipt of the written grievance. A written formal grievance must be filed within twenty (20) business days of the occurrence of this grievance or, thereafter, is barred. Both the employee's written grievance and the supervisor's written response will be made a part of the employee's personnel file.
3. If the employee is not satisfied with the resolution as offered in writing by the supervisor, the employee will make an appeal in writing by forwarding to the President, or his/her designee, a copy of the original written grievance and the written appeal of the grievance. The President, or his/her designee, may confer with the employee and/or the supervisor in an attempt to resolve the grievance. The President, or his/her designee, will indicate the disposition of the grievance in writing within five (5) business days. This written response will be made a part of the employee's personnel file.
4. If the employee is not satisfied with the resolution as offered by the President, or his/her designee, the employee may appeal to the Board of Trustees within ten

(10) business days by providing a copy of the grievance, supervisor's response, and the President's response to the Secretary of the Board of Trustees. Within thirty (30) business days of receipt of the written appeal of the grievance, the Executive Committee of the Board of Trustees will confer with the employee at which time the employee will have the right to call any witness(es) and to produce any relevant information at such meeting. The employee will be entitled to representation by counsel. The Executive Committee may call any witnesses it deems appropriate for the provision of pertinent information. The Board of Trustees, having conferred with the Executive Committee, will publicly indicate its disposition of the grievance at its next regularly scheduled meeting after notifying the affected parties. The Board of Trustees' written response will be made part of the employee's personnel file.

Area: Human Resources
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive, flowing style.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7203 Grievances*

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