

Employee Grievance Procedure

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Hellenic College Holy Cross (HCHC) recognizes the need for a consistent process for resolution of employment concerns. Therefore, HCHC has established an employee grievance procedure to provide employees with a process for addressing their concerns.

Grievable issues are:

- Allegations of discrimination.
- Allegations of sexual or other forms of harassment.
- Retaliation for using this grievance procedure.
- Erroneous, arbitrary or capricious interpretation or application of personnel policies and procedures.
- Unsafe or unhealthy working conditions.

Non-grievable issues include, but are not limited to, the following:

- Performance responsibilities, expectations, and evaluations.
- Temporary work assignments.
- Budget and organizational structure.
- The selection of an individual to fill a position.
- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.

Cooperative problem solving is one of the most basic methods of dispute resolution. This informal process usually does not use the services of a third party and typically takes place when the concerned parties agree to resolve a question or issue of mutual concern. It is a positive effort by the parties to collaborate rather than compete to resolve a dispute. Cooperative problem solving should be the procedure of first resort when the parties recognize that a problem or dispute exists and that they may be affected negatively if the matter is not resolved. It is most commonly used when a conflict is not highly polarized and prior to the parties forming "hard line" positions.

To this end, HCHC encourages all employees to address areas of concern first with their immediate supervisor. If this does not resolve the concern, or if for some reason presentation of the matter to the immediate supervisor is not appropriate, employees should bring their concern to the Human Resources (HR) Director.

In most instances, a formal grievance should be in writing and include the following information:

- name(s) of the person(s) involved
- date(s) of the incident(s) in question
- description of the alleged offense
- proposed remedy/resolution

The grievance must be filed within 30 days of the most recent alleged offense. The written grievance should be in writing and sent to the HR Director.

The HR Director will review the matter and contact the complainant, usually within seven calendar days of receipt of the grievance. Also, the HR Director will review the grievance and provide written notice within seven days of receipt that:

- a) The issue is non-grievable; including the specific reason for this determination, and that the grievance process is being terminated.

Or

- b) The issue is grievable under this procedure. If so, the HR Director will take one or both of the following actions:
 - Conduct a grievance review using all available information.
 - Meet with the parties to facilitate agreement, clarify and/or interpret policies, or explore alternate resolution.

The HR Director will provide the complainant with a written decision within seven days of receipt of the grievance review meeting. The decision of the grievance officer will be final.

This procedure does not alter the employment at-will relationship between the [employer] and its employees.