

BP 7245 CONFIDENTIAL AND SUPERVISORY EMPLOYEE
COMPLAINTS

Reference:

No specific references

- ❖ From the current CLPCCD Policy 4265 titled Grievances (Confidential and Supervisory)

The Board of Trustees establishes this grievance policy to provide process for reviewing and resolving grievances promptly, and at the lowest possible management or supervisory level. ~~Further, it is expected that the~~ The Chancellor shall develop procedures ~~will that~~ incorporate such activities as consultations and data gathering techniques in an effort to achieve a satisfactory resolution of problems.

Definitions:

~~**Manager** — A person designated by the Board of Trustees as a manager and paid on the Management Salary Schedule.~~

~~**Grievance** — A grievance is an allegation of an individual regarding the interpretation, application or enforcement of state or federal laws, board policies, rules and regulations, procedures, or administrative orders regarding the terms and conditions of employment.~~

~~**Grievant** — The employee making the complaint regarding an alleged grievance.~~

~~**Time Limits** — Any grievance not advanced to the next step within the time limits of that step shall be deemed resolved by the answer at the previous step and waive the right to further appeal.~~

~~**Immediate Supervisor** — The individual designated by the Chancellor or College President in any area/office of the District.~~

~~**Grievance Committee** — A three-member committee selected to conduct hearings and possibly to make a recommendation to the Chancellor or College President regarding a grievance.~~

~~**Grievance Officer** — The person designated by the Chancellor or College President who is responsible for assuring that grievances are handled with dispatch and in accordance with this policy.~~

~~**Representative** — Another employee of the District, or legal counsel who may be selected by the grievant to appear with him or her in the presentation at any stage of a grievance.~~

~~**Administrative Channels** — In order from the immediate supervisor to each of the next higher managers through the Vice President or Vice Chancellor who has been assigned management responsibility for the employee.~~

~~**Exclusions** — The term "grievance" shall not include:~~

- ~~1. allegations relating to employee performance evaluation or evaluation reports;~~
- ~~2. allegations relating to the merits of appointment, reappointment, termination during probationary period, or granting of permanent status;~~
- ~~3. allegations relating to disciplinary action (suspension, demotion, or dismissal) which matters are governed by other rules and regulations;~~
- ~~4. allegations presented by the public, students or parents against classified employees.~~

~~❖ **From the current CLPCCD Administrative Rule and Procedure 4265 titled Grievances (Confidential and Supervisory)**~~

If the ~~aggrieved grievant~~ is not satisfied with the resolution of the grievance at ~~the last level in the process outlined in AP 7245 Level III or IV~~ and wishes to pursue the grievance further, the aggrieved must within five (5) calendar days of receipt of the written decision ~~of the College President or Chancellor~~, submit a written request through the Chancellor for an appeal to the Board of Trustees. The written appeal shall include reasons. ~~, and c~~Copies shall be sent to the grievance committee members, the grievance officer and the College President. The grievance officer shall provide the Board of Trustees with copies of the committee's findings of facts and conclusions. No material, evidence, allegation or remedy that was not ~~previously presented at Level III or IV~~ may be introduced ~~at Level V~~. The Board of Trustees shall limit its review to a consideration of the findings and conclusions of the Chancellor and the grievance committee. The Board of Trustees shall make a final determination of the matter and notify the grievant within forty five (45) calendar days.

NOTE: The language in **black ink** is current CLPCCD Policy 4265 titled Grievances adopted on March 19, 1996 and revised on May 20, 2003. The language in **blue ink** is included for consideration. This information was reviewed on July 31, 2013 with David, Lydia, and Kit and on March 28, 2014. Changes in **red ink** were submitted by David on May 26, 2015,

Date Adopted:

(Replaces current CLPCCD Policy 4265)