

*Policy Series 4000*  
*Policy 4001: Grievance*  
**Procedure 4001.1**

**Grievance**

The following grievance procedure is designed to provide a method to resolve problems at the earliest moment and at the lowest possible administrative level in a fair and expeditious manner.

I. Definitions

A. Grievance is limited to matters involving alleged violations of college policies or procedures that has a significant or material effect on the employee's employment. If the grievance is based on sexual misconduct, including harassment and discrimination, please refer to Board Policy Series 3003.

B. Days relate to college working days and excludes weekends, holidays, or other non-working days as defined by the President.

C. Board is the Board of Trustees of Northern Wyoming Community College District.

D. Employee shall mean any regularly employed faculty member, all classified staff members and all administrative staff.

E. Immediate Supervisor shall mean that employee possessing supervisory and/or administrative authority next in rank above the Grievant.

F. Grievant shall mean any Employee filing a grievance under this policy.

II. Process

All decisions reached shall be documented in writing by the immediate supervisor at the level of resolution. All decisions shall be relayed to the Grievant in writing.

At all steps of the grievance procedure, both the Grievant and the persons against whom the grievance is brought will have the opportunity to present an oral and/or written response. Withdrawal of the grievance may be exercised at any point in the procedure.

If the incident is egregious, the Grievant should go directly to Human Resources before moving to Step 1.

Adoption Date: 08-07-2020  
Review Dates  
Revision Dates

### III. Grievance Steps

#### Step 1 (Informal Procedure)

Any grievance shall be taken up between the immediate supervisor or designee, in consultation with Human Resources, and the employee within ten (10) days of its occurrence. The Grievant shall prepare a brief written summary of their grievance and provide it to their immediate supervisor. Then the supervisor and Grievant shall have a face to face meeting to discuss the grievance.

A written response from the immediate supervisor or designee will be given to the Grievant within ten (10) days of the date of the complaint. Resolution of the complaint can be affected at this step and shall be considered an informal grievance. If the Grievant is not satisfied with the outcome of their grievance at Step 1, they may move to Step 2.

#### Step 2 (Informal Procedure)

A written summary of the grievance and how it was not satisfactorily resolved in Step 1 shall be submitted to the second-level supervisor, in consultation with Human Resources, within 10 days of the completion of Step 1. The second-level supervisor or designee will have 10 days to respond to the request and must do so in writing, following a face to face meeting with the Grievant. Resolution of the complaint can be affected at this step.

#### Step 3 (Formal Procedure)

In the event the grievance is not resolved after completion of Steps 1 and 2, the employee may submit a written grievance complaint, reduced to its briefest possible format, within five (5) days directly to the Human Resources Department. The grievance must indicate the dates of completion of Step 1 and Step 2. The President or designee shall meet with the Grievant and allow the Grievant to present both written and oral evidence to support their grievance. Any individual accused of policy violations by the Grievant may also be allowed to or compelled by the President or designee to testify or offer evidence. The President or their designee will have ten (10) days to act on the grievance. The final decision of the President or designee will be given in writing to both parties.

In the event of a grievance regarding the non-renewal or dismissal of a tenured faculty member, if the grievant is unsatisfied with the results of Step 3, a grievance hearing before the Board of Trustees shall be granted, if requested.

All grievance records will be maintained in the Human Resource Department totally separate from individual personnel files.

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REQUEST FOR ADJUSTMENT OF GRIEVANCE  
(Step 3 Formal Procedure)

Name \_\_\_\_\_ Department \_\_\_\_\_

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

A. Description of Grievance: (Describe all facts of the situation including date, time, place of occurrence and other relevant data. Use reverse side if necessary.

B. List the specific policies or procedures believed to have been applied improperly, misinterpreted or violated.

C. State the specific corrective action desired.

D. Have you discussed the issue with your supervisor and/or second level supervisor?  
Yes                      No

If no, please indicate why, understanding that a formal procedure may not begin until the informal procedure has been completed.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Date filed with Human Resources Office: \_\_\_\_\_

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