

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

TITLE: EMPLOYEE GRIEVANCE POLICY

TYPE: PERSONNEL

POLICY NO: 4.014

Policy Adopted: August 30, 1988

EFFECTIVE DATE: 3-11-13

AMENDED DATE: 8-9-93; 2-15-99; 9-10-01; 3-11-13

**Charles Ronald Kates
Chairman**

AUTHORITY: N.C.G.S. 115D-20(7)

I. Policy

It is the purpose of this policy to provide for the presentation, consideration, and orderly disposition of employee grievances.

II. Definition

A grievance is defined as any matter of employee concern or dissatisfaction within the control of the College, except:

- a. The content of College policies; or
- b. The cessation of employment of any employee, including the employee filing the grievance.

III. Procedure

The Board of Trustees authorizes the President to develop and establish procedures to implement this policy, and to report any changes in the procedures to the Board at its next regular meeting. The procedures shall provide the framework by which employee grievances, except those set forth in Section IV, shall be presented and resolved and shall provide for an appeal to the trustees. Failure of the employee to abide by the procedures set forth shall constitute a waiver of the grievance. The grievant shall suffer no reprisals as a result of filing a grievance.

IV. Exceptions

Grievance procedures relating to cessation of employment, and sexual harassment are addressed in separate policies. Employees shall consult the relevant policy in determining the proper procedure for addressing these types of grievances.

V. Records Retention

All written and printed matter relating to the processing of a grievance shall be filed separately and not placed in personnel files. Such records shall be maintained by the Director of Personnel Services for a minimum of three (3) years following resolution of the grievance.