

ACC Meeting Name: Administrative Services Council

Date: April 30, 2009 Time: 9:00 am
Chair: Gerry Tucker Location: HBC 410

Attendees: Richard Cutler, Rebecca Robinson-Francis, Suzanne Ortiz, Linda Morrison, Imad Mouchayleh, Becky Brock, Stan Gunn, Julie Todaro, Gerry Tucker, Bel Smith, Reed Stoddard

Adjunct Faculty Present: None
Student Government Association Present: None
Also attending: Phyllis Kalz, Joe Winer from Business Services

Agenda Items

Agenda Item: Resolution of an Employee Complaint or Grievance AR# 6.08.005 Guidelines/Procedures **Presenter:** Gerry Tucker

Discussion: Special meeting called for Thursday, April 30, 9:00 am to review Definitions and Resolution of an Employee Complaint or Grievance Guidelines/Procedures.

Definitions: 1) After some discussion, the word "formal" was deleted. 2) e.g. replaced with *such*. 3) No changes. Added: 4) A Representative of an employee is a person identified by the employee to assist or speak on behalf of the employee during the complaint or grievance process.

Decisions/Actions: Motion: ASC approve the rule and amended definitions.
Approved: All

Discussion: Resolution of an Employee Complaint or Grievance Guidelines/Procedures.
After discussion the following changes were approved:

- I. A. Representation: 3) If the representative is a College employee, that employee will be granted administrative leave to attend scheduled meetings. Administrative leave does not include preparation time. If necessary, the Vice President of Human Resources will coordinate the representative's need for administrative leave with the appropriate supervisor.
- B. Time Limits and Deadlines: (1) #1 will be moved and become #7.)
 - 1) With respect to all work related-concerns other than termination, an employee must file a complaint or grievance within twenty (20) working days from the date of the situation that created the concern; or, if the employee, without negligence, was unaware of the situation at the time it occurred, the employee has twenty (20) working days from the date of awareness to file a complaint or grievance.
 - 2) "Working days" refers only to those days Monday through Friday during which the College is in operation, even though the College conducts business at many locations on weekends.
 - 3) Time limits expire at 5:00 p.m. on the working day.

4) Prior to the expiration of a time limit, any party to a complaint or grievance may request an extension of that limit from the Vice President of Human Resources. Extensions will be granted only when justified, will be for the shortest duration compatible with the justification, and will be communicated in writing to all parties by the Vice President of Human Resources.

5) If an employee fails to meet a deadline, the complaint or grievance will be considered resolved on the basis of the last College response.

6) If any other party to a complaint or grievance fails to meet a deadline, the employee may take the complaint or grievance to the next step in the process.

7) An employee has ten (10) working days after termination to file a grievance related to the termination decision.

C. Process

1 and 2 approved with grammatical corrections.

II. Complaint Procedure

Section is approved with minor grammatical corrections.

III. Grievance Procedure

Step 5. The employee shall notify the Vice President of Human Resources, in writing, as to whether the decision is accepted or rejected, within ten (10) working days of receipt of the decision. If the decision is accepted by the employee, the Vice President of Human Resources shall notify, in writing, all relevant parties of the decision within five (5) working days. A copy of this final decision will be placed in the employee's master personnel file.

Step 5 Wording read and approved.

Section is approved with corrections.

IV. Mediation

After discussion, section approved with minor corrections.

Motion: A motion is made to vote on the guidelines/procedures section by section.

Motion Approved: All

Section I. A Section approved. All in favor.

Section I. B Section approved as changed. All in favor.

Section I. C Section approved. All in favor.

Section II. Approved with changes. All in favor.

Section III. Approved with changes. All in favor.

Section IV. Approved as written. All in favor.

Other Information

Next Meeting Date: June 18, 2009

Time: 1:30 pm – 3:00 pm

Location: SVC 168

Time: 1:30 pm

Location: SVC, Rm 168