

III. Establishment of Grievance Review Committee

Upon receipt of a Request for a Grievance Review Committee, the Vice President of Human Resources shall, within ten (10) working days, coordinate the selection of the Grievance Review Committee with the grievant and that (high level) supervisor of the grievant who reports directly to the President/CEO (or, if the grievant reports directly to the President/CEO, with the President/CEO). The Grievance Review Committee shall consist of four (4) college employees selected as follows:



1. The grievant shall submit to the Vice President of Human Resources the names of five (5) employees. The relevant administrator (EVP or AVP) shall select two (2) employees from this list to serve on the committee.



2. The relevant supervisor shall submit to the Vice President of Human Resources the names of five (5) administrative employees. The grievant shall select two (2) administrative employees from this list to serve on the committee.



3. The Grievance Review Committee shall elect a chair to preside over the meetings. The chair shall serve as a voting member of the committee.



4. All members of a Grievance Review Committee must complete the Grievance Review Committee Training conducted by the Office of Human Resources, before either the materials relevant to the grievance are distributed to the committee or the committee begins its investigation.



5. The Grievance Review Committee deliberates and develops a report on the deliberations and a recommendation for the President.



6. The President receives the recommendation and renders a final decision within ten (10) days.



7. The President sends the decision to all parties and to the VP of HR.



8. The Office of HR is responsible for ensuring documentation of the process implementation of decisions, and retention of documents.