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POLICY	Approval		
Title EMPLOYEE COMPLAINTS AND GRIEVANCES			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide procedures for resolving employee complaints and grievances in a fair and equitable manner.

2. POLICY

It is the policy of the College to engage in open and candid resolution to complaints and grievances.

3. DEFINITIONS

3.1 Grievance: Complaint by a College employee where there may have been a violation or misinterpretation of any provision or policy relating to the terms and conditions of their employment.

3.2 Civil rights grievance process: Complaint by a College employee where there may have been a violation of any provision or policy relating to the terms and conditions of their employment as it relates to race, color, ethnic background, national origin, religion, age, gender, disability, veteran status, and sexual orientation or preference.

3.3 Temporary employee: Expected to be in the position for not more than six months (or such other period as determined by the College) and may be terminated for any reason at any time. Generally, these positions do not qualify for benefits unless specifically outlined in personnel policies concerning benefits.

4. REFERENCES

- Civil Rights Act of 1964
- Ogden-Weber Technical College Employment At-Will (#520.9)
- Ogden-Weber Technical College Corrective Action (#520.29)
- Ogden-Weber Technical College Employee Non-Discrimination policy (#520.38)
- Ogden-Weber Technical College Personnel Classifications policy (#520.5)
- Ogden-Weber Technical College Title IX Sexual Harassment, Sexual Violence, and Related Conduct Violations (#520.8)

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	PROCEDURE Approval		
Title EMPLOYEE COMPLAINTS AND GRIEVANCES			

1. General Guidelines

- 1.1 Employees shall not be subjected to retaliation for participating in the grievance process.
- 1.2 Grievance procedures, with the exception of civil rights complaints, are not available to temporary employees and employees during their assessment period.

2. Grievance Process

- 2.1 Employees who are initiating a complaint or grievance must discuss the issue with their immediate supervisor, next level of supervision, and/or human resources representative within seven working days of the incident in an attempt to resolve the problem most immediate to the parties involved.

This does not apply to situations of civil rights complaints (see Ogden-Weber Technical College Employee Non-Discrimination policy).

- 2.2 Employees have the right to seek assistance. A Human Resources Department representative shall advise employees of options under the College’s policies and procedures.
- 2.3 The supervisor, next level supervisor, and/or human resources representative must discuss the issue with the employee within seven working days or as soon as practicable from the date the complaint was received.
- 2.4 If satisfactory resolution is not reached, employees may complete a “Grievance Form,” attach relevant documentation, and submit the items to their vice president within seven working days after the discussion with their supervisor.
- 2.5 Upon receipt of the form, the vice president shall review the submitted documentation and issue a written decision within seven working days or as soon as practicable. This will be the final decision, and the matter shall be considered closed.