



Where Your Future Is Waiting

POLICY NUMBER: HR 607

Title: Grievance For All Employees

Effective Date: 4/4/2023

Last Revision Date: 4/4/2023

Policy Statement

NOTE: Please refer to Policy 11.3.020- LTC Tenure Rights/Removal Policy for employees of the LTC: (who were engaged in the performance of the postsecondary vocational-technical school functions of the State Board of Elementary and Secondary Education "BESE" and the State Department of Education, prior to July 1, 1999, and who acquired tenure status, prior to July 1, 1999.)

It is the policy of Central Louisiana Technical Community College (CLTCC) to develop and maintain a satisfied and efficient work force. An employee who is seeking a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences in interpretation of policy is encouraged to discuss the matter with the immediate supervisor before filing a grievance. Most concerns can be resolved informally without the need for a formal grievance.

Performance evaluations are not grievable under this formal grievance policy.

CLTCC believes that employee grievances should be resolved at the lowest possible administrative level and an employee must exhaust all administrative procedures at the institution level before an appeal can be made to the President. Only those grievances that are related to the President or that the President cannot resolve shall be sent to the Board.

When an employee feels he/she has been treated unjustly, the employee has the right to utilize the grievance policy without fear of retaliation, discrimination, or reprisal because of the action. The decision to utilize the grievance policy shall be the employee's decision. It is understood that a grievance will be kept confidential except to the extent necessary to investigate and resolve the grievance.

When an employee feels that a condition of employment or application of a policy is unjust or inequitable, he/she is encouraged to first seek assistance from his/her immediate supervisor, who should attempt to solve the problem. The supervisor is responsible for handling the complaint and striving to arrive at a prompt, equitable solution.

Occasionally, an employee's complaint involves his/her supervisor, or the employee does not feel the matter has been resolved by the supervisor. In such an instance, the employee should feel free to file a formal grievance. The employee may appeal a complaint through to the college Chancellor. In the event that the complaint is appealed beyond the Chancellor level, the CLTCC President will respond to the appeal through a procedure established by the system President.

When an employee feels he/she is being discriminated against because of race, color, sex, ethnic origin, religion, age, veteran status, or disability and is not able to discuss this issue with his/her supervisor, the employee should refer to the CLTCC policy on harassment.

Only those grievances that are not eligible for appeal to the Director of Civil Service or the Civil Service Commission shall be processed through the CLTCC grievance policy.

Under certain circumstances, Civil Service classified employees should use the Civil Service procedure for appeals and hearings rather than the CLTCC system grievance policy. Examples of the types of actions over which the Civil Service Commission assumes responsibility are disciplinary actions which impact pay, such as:

- Removal of a permanent employee for cause
- Suspension with or without pay as a disciplinary action
- Reduction in pay
- Prohibited political activity
- Classification and Pay

Upon completion of the grievance process, all records are maintained by Human Resources for a period of three (3) years.

Each institution is responsible for establishing operating procedures for assuring compliance with the CLTCC grievance policy, and to have these procedures approved by legal counsel, the President and on file with the system office.

Policy Reference: Louisiana Community & Technical College System 6.015

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle III, Ed.D.</i>	<i>Chancellor</i>	<i>4/4/2023</i>

Distribution:

Electronic: posted to College's website and sent via email to College personnel