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SECTION: Human Resources

POLICY TOPIC: Appeal Process

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I. Employee Disputes

- A. Philosophy: It is the policy of San Juan College that all disagreements arising between College employees over the interpretation or promulgation of a policy, procedure, or rule, shall be handled expeditiously at each level. The President shall develop appropriate procedures therefore.
- B. Process: The Human Resources Office will work with employees in finding solutions to problems relating to employee disputes. To a reasonable extent, an employee shall have a means to have his/her problem or dispute heard, investigated, and resolved, without fear of reprisal. It is intended that all problems be resolved at the lowest management level possible, and with the cooperation of employees and supervisors, this can be achieved. However, should the occasion arise, an appeal procedure for employee dispute matters has been developed and is outlined in the employee handbooks.

II. Disciplinary Actions

- A. Philosophy: Deficiencies in employee performance, except in the case of summary dismissal, should be dealt with at the supervisory level in an attempt to resolve the matter informally. Deficiencies that remain unresolved may result in termination. In the event that a continuing contract faculty member or other employee terminated for cause wishes to have an impartial examination of issues surrounding his termination in a formal hearing, an appeal procedure has been developed for this purpose and is outlined in the employee handbooks.