

SECTION: Human Resources

POLICY TOPIC: Appeal Process

I. Employee Disputes

- A. Philosophy: It is the policy of San Juan College that all disagreements arising between College employees over the promulgation, interpretation, or application of a policy, procedure, or rule shall be handled expeditiously at each level. The President shall develop appropriate grievance procedures to address such complaints.

- B. Process: Human Resources 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 investigated, heard, and a decision rendered 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, a formal grievance procedure for employee disputes will be developed by the President and outlined in the employee handbooks.

II. Disciplinary Actions

Philosophy: Deficiencies in employee performance should be dealt with at the supervisory level in an attempt to resolve the matter informally. Deficiencies that remain unresolved may result in termination. A continuing contract faculty member or other employee terminated for cause who desires to have an impartial examination of issues surrounding their termination in a formal hearing will follow an appeal procedure outlined by the President.