



Approval Date: 06/12/91
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ADMINISTRATIVE RULE

Rule Number/Name:	070.010.000 – Employee Complaints
Responsible Department:	Human Resources
Authority:	Chief Operating Officer

Overview

This administrative rule outlines the College guidelines regarding employee complaints.

Applicability

CGCC non-union employees.

Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement and in the event of an apparent conflict, the College will apply a collective bargaining agreement provision.

Administrative Rule Statement

The purpose of this administrative rule is to afford every employee, subject to the limits specified in the administrative rule and operating procedures, the means to seek formal discussion of complaints arising out of an alleged violation, misinterpretation or inappropriate application of an employment related administrative rule, operating procedure or Board of Education policy.

Operating procedures have been developed outlining procedural timelines and steps under this administrative rule. These procedures will provide an orderly process for the consideration and possible resolution of problems in the application or interpretation of employment related administrative rules, procedures or Board of Education policies.

The complaint process will not be used to resolve disputes and disagreements related to the provisions of any negotiated contract, nor will it be used in any instance where a negotiated contract provides a dispute resolution procedure. In addition, the complaint process does not apply to complaints about employment actions based on college reorganizations, financial necessity, budget determinations, termination from employment



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or employment contract non-renewal. Complaints about discrimination, harassment or workplace violence as defined by specific college administrative rules will be investigated and resolved according to those specific administrative rules, not this one.

All reasonable efforts will be made to resolve complaints informally.

Definitions

None

Interpretation of Administrative Rule

Chief Operating Officer.

Cross Reference to Related Administrative Rules

None

Further Information

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Strategic Direction

KFA 3: Faculty and Staff

Appendix

None