### Policy 106: Grievances

Category: Personnel

Covered Individuals: All CEI Employees

Approved: 6/26/2023

Formerly Approved: 2/28/2023

**106.1 POLICY**

CEI is committed to the principles of equal opportunity and nondiscrimination and strives to maintain a work environment where employees are treated in a professional and cooperative manner. CEI recognizes, however, that misunderstandings may arise or occasions may occur when an employee believes that they have not been treated equitable manner or in accordance with set policies and procedures. Accordingly, this policy provides a forum to discuss and resolve such job-related issues.

**106.2 PROCEDURES**

The following procedure has been established to resolve employee grievances through a multi-step process. It is the desire of CEI that all grievances be resolved at the earliest stage possible to minimize disruption of any employment responsibilities.

Employees should first discuss their concerns or complaints with their immediate supervisor within ten (10) working days of being notified or becoming aware of the matter at issue. If the employee fails to meet any time limits without excuse, the problem will be considered resolved unless all parties agree upon an extension. When the grievance is with the employee’s immediate supervisor, the employee may discuss the matter directly with the vice-president of human resources. Any conversation held should be followed up with an email to the employee and Human Resources memorializing what was discussed and what solutions were offered.

If the employee is not satisfied with the recommended solution, within five (5) working days, the employee may request further review by emailing or submitting a written grievance to the vice-president within their respective reporting line. The written grievance should include the times, dates, places, and surrounding circumstances. The vice-president may meet with any witnesses, including the employee, and should respond in writing to all parties and Human Resources with a proposed solution within ten (10) working days of receipt. When the grievance is with the vice-president within the employee’s respective reporting line, the employee may bypass this step and submit a request to the Human Resources Department for further review following the process outlined in the following paragraph.

If the employee is not satisfied with the vice-president’s solution, within five (5) working days, the employee may submit a written request to the Human Resources Department for the matter to be reviewed further. Within its discretion, Human Resources may assign the review to either the Dean within the employee’s respective reporting line or CEI’s President. The employee’s written grievance, previously disclosed documents, and previously proposed solutions should be forwarded to the dean or president for review of the matter. The dean or president may meet with any witnesses, including the employee, and should respond in writing to all parties and Human Resources with a proposed solution within ten (10) working days of receipt. At the college level, the dean or president’s decision shall be final. After the decision of the dean or president is made, the employee may appeal by requesting an executive session meeting with the Board of Trustees.

Human Resources should be included in all levels of the grievance process in the capacity of either the investigator and/or advisor.

This policy does not create any due process or contract rights, express or implied, on behalf of any employee, or limit or modify the at-will nature of employment at CEI. Retaliation against any employee for filing a grievance, participating as a witness, or assisting another employee in preparing a grievance in good faith is prohibited.

A complaint by any employee who believes they have been the victim of unlawful discrimination or harassment should be resolved in accordance with CEI’s policies and procedures for addressing discrimination/harassment in the workplace.