

COMMITTEE CHARTER – Grievance Committee

Purpose:

The Grievance Committee exists to provide a process for any persons, faculty, staff, or student, who feels that anyone acting for Kettering College has treated them in an unfair, unethical, or discriminatory manner, to present their grievances for redress without fear of censure or reprisal. Examples of issues appropriate for grievance include (but are not limited to): discontinuance from a program (students) or position (faculty/staff) or sexual harassment.

It is required that any person with a grievance will attempt to resolve any complaint before appealing to the Grievance Committee. It is also understood that an appeal to the Grievance Committee in no way casts reflection on either the grievant or any person involved in the complaint.

Membership:

- The Grievance Committee shall be composed of 3 members, elected by the General Assembly. One member represents faculty, once represents staff, and one represents administration. Any member may be dismissed for a given grievance if that grievance is against that particular member.
- An Arbitration Panel shall be composed of 3 members, selected by the Grievance Committee. (The Grievance committee may create a panel of 5 members when in their judgment special circumstances may so dictate). Whenever possible and appropriate, the Arbitration Panel should include a member requested by the parties in the grievance. The chair of the Arbitration Panel should not be someone requested by any party to the grievance.

Reports To:

The Grievance Committee reports to the Executive Council. Should a grievance be directed toward a member of the Executive Council, the Grievance Committee would report directly to the College Board of Trustees.

Meeting Frequency:

The Grievance Committee meets at least once a year to review procedures and protocols, and when needed by the submission of a grievance.

The Arbitration Panel meets when called by the elected Grievance Committee. The first meeting must be called within two weeks after the submission of a grievance, and sessions should continue as frequently as practical until a decision is reached. All members selected for the panel must be present for the panel to act.

Committee Responsibilities:

The Grievance Committee

- Reviews procedures and protocols, making appropriate recommendations for improvement.
- Assures that the most current grievance policies and procedures are accurately published in the *Academic Bulletin* and *Students Handbook*.
- Receives grievances.
- Forms an arbitration panel on a case-by-case basis.
- Ensures that proper protocol is followed.
- Reports findings of the arbitration panel to the appropriate person(s) and governing body.
- Maintains records of each grievance according to established protocol, ensuring confidentiality.

Committee Rules:

- The elected Grievance Committee develops agendas as the need arises. Agendas are distributed in sealed envelopes to preserve confidentiality.
- Grievances must be submitted to any member of the Grievance Committee using the appropriate forms. {see attached}
- The elected Grievance committee appoints members of the Arbitration Panel on a case-by-case basis.
- All members of the Arbitration Panel must be present before business is conducted.

- Findings of the Arbitration Panel are reported to the parties involved in the grievance and to the Executive Council for implementation. These findings are made in writing and include the rationale which was used in coming to each decision.
- The chair of the elected Grievance Committee retains all copies of the minutes of the grievance proceedings along with other documents pertaining to the grievance to maintain confidentiality. Files, which include forms, past records of grievances, etc., reside with the chair of the elected Grievance Committee and are given to the new chair when his/her term expires. Exceptions to the procedure may be made when advised by legal counsel.

Steps in the Grievance Process:

1. If you believe you have a serious grievance against a person or group within Kettering College, you should first make a serious attempt to resolve the problem with the party with whom you may have a grievance. Unless there are unusual mitigating circumstances, the Grievance Committee will not process a grievance if this step has not been followed. The grievance committee may provide advice, support, or mediation during this process, especially in cases when privacy is an issue.
2. If and when step #1 fails, you should prepare in writing a written statement precisely indicating your concern and the resolution you request. You should submit copies of that statement to the party with whom you have a grievance and to that party's most appropriate superior. Again, the Grievance Committee may provide advice and support during this process.
3. If step #2 fails, submit the same paper, plus a detailed description of your procedure in steps one and two on the form provided by the Grievance Committee, and approach a Grievance committee member to ask them to form an Arbitration Panel. Include a short (2 or 3 names) list of KC full-time employees you would like to see on the panel.

4. The decision reached by the above grievance process is normally the final decision of the college. Should one or both of the parties involved in the grievance believe that the process has been unfairly or inappropriately administered, they may appeal to the KMC Human Resources Office, the President of the College, and/or to the College Board of Trustees for a review of all appropriate proceedings.

Terms of Service:

- Usually three years.

DATE OF ORIGIN: Faculty Handbook 2014-2015

LAST REVIEWED: March 24, 2017

LAST REVISED: REPLACES:

APPROVED BY:

EFFECTIVE DATE: March 24, 2017