

**STAFF GRIEVANCE PROCEDURE  
PEOPLE CENTER**

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**POLICY STATEMENT**

The College recognizes and supports the resolution of grievances appropriately without fear of undue prejudice or reprisal. Accordingly the College encourages the informal and prompt settlement of grievances.

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**SECTION I PURPOSE OF THE PROCEDURE**

To educate staff employees on who to contact to assist in facilitating resolution of grievances.

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**SECTION II DEFINITIONS**

A staff grievance is an allegation by one or more staff members where there has been a claimed breach, misinterpretation, or misapplication of College policy or procedure. Concerns or complaints about discrimination or harassment on the basis of protected characteristics as defined by federal and/or state law, or related retaliation, do not fall within the scope of this policy. Such concerns or complaints should be raised and will be handled under the procedures outlined in the College's Harassment and Discrimination Complaint Procedure or the College's Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy Reporting Procedures.

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**SECTION III PROCEDURE**

The following guidelines will normally be followed in seeking resolution of a staff grievance. The time limits may need to be changed within reason due to extenuating circumstances such as, for example, scheduling conflicts, semester or summer breaks, etc.

1. When a staff member alleges that a grievance (as defined above) has occurred, the staff member is encouraged to resolve the issue informally with all involved parties including their manager and/or next level manager. Every effort will be made to encourage open communication, professionalism and respect.
  2. If the complaint cannot be resolved informally, the grievant must, within thirty (30) days of the alleged event, contact their manager in writing. If the staff member doesn't feel comfortable speaking with their manager, they should contact the People Center in writing. The Vice President of People and Technology will review the situation for resolution.
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**SECTION IV POLICY ADHERENCE**

The Vice President of People and Technology is responsible for this policy.

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**SECTION V CONTACT**

Questions related to the interpretation of this policy should be directed to the Vice President of People and Technology.

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*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. Champlain College policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center website for the most current version. This policy does not constitute an employment contract.*