



Ohio Administrative Code

Rule 3358:5-5-08 Employee complaint and grievance policy.

Effective: [October 23, 2015](#)

(A) The college recognizes disputes may arise in the employment setting. Parties involved in a dispute are encouraged to seek informal resolution as soon as possible. Any employee on campus may orally present and discuss a complaint with his/her supervisor and it shall be entirely informal. In the event informal resolution is not possible, all employees may pursue a formal resolution process. It is managements responsibility to facilitate fair, equitable, and appropriate resolution of disputes.

(B) Definitions

(1) Grievance: A grievance is defined as a dispute or disagreement submitted in writing by an employee involving the interpretation or application of a Clark state community college policy and/or procedure.

(2) Complaint: A complaint is anything that does not satisfy the definition of a grievance.

(C) This policy applies to all Clark state employees to include, exempt, non-exempt, faculty, adjunct faculty, student workers, substitutes and/or temporary employees.

(D) No reprisals of any kind shall be taken against an employee for participating in a complaint or grievance.

(E) The president shall inform the board of trustees of all grievances that are appealed to the president and the disposition of those grievances.

(F) This policy shall be administered as set forth in the associated employee complaint and grievance procedures.

(G) The office of human resources shall be assigned the responsibility of developing, implementing,



and maintaining the employee complaint and grievance policy and procedures.
