

## Ohio Administrative Code

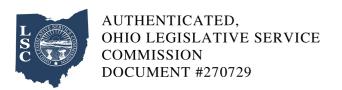
Rule 3358:5-5-08 Employee complaint and grievance policy.

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.