

CHAPTER:	Appeal Procedures	DATE ADOPTED	NUMBER
EMPLOYEES		August 10, 1999 Revised February 3, 2004	307
SYNOPSIS:			
1	Introduction		
2	Formal Procedures; Step 1		
3	Formal Procedures; Step 3		
4	Formal Procedures; Step 1		
5	Additional Provisions		
1	<p>Introduction: From time to time, disputes in connection with employment may arise. It is the goal of the College to resolve such disputes informally and expeditiously. The initial step in any appeal shall be an informal discussion of the problem with THE PERSON(S) AFFECTED AND/OR one's immediate supervisor. BOTH PARTIES ARE encouraged to involve or consult others in the organization as may be appropriate. In such cases in which the dispute and the employee are covered by the master agreement, the master agreement takes precedence over this policy.</p>		
2	<p>Formal Procedures; Step 1: An appeal, written on the form provided by the President's office, shall be submitted to the immediate supervisor and the Personnel Office.</p> <p>Response required: The immediate supervisor must respond to the appellant within ten (10) working days of receipt of the appeal by providing a written response to the appellant.</p>		
3	<p>Formal Procedures; Step 2: Should Step 1 procedures fail to produce a satisfactory remedy, the appellant may submit the appeal to the appropriate Vice President accompanied by any earlier responses. This submission must be made within ten (10) working days of the receipt of any written response(s) issued as part of Step 1 of this procedure.</p> <p>Response required: The appropriate Vice President as identified above is required to respond in writing to the appeal within ten (10) working days. Responding administrators are encouraged to consult with others as may be appropriate while formulating a response.</p>		
4	<p>Formal Procedures; Step 3: Should there be no satisfactory remedy as the result of following Steps 1 and 2 above, the appellant may submit the matter to the President for reconsideration. This may be done even if the President was the respondent during Step 2.</p> <p>Response required: The President shall respond in writing within ten (10) working days of receipt of the request for reconsideration.</p>		
5	<p>Additional Provisions:</p> <p>a. Employee Groups: Appeals may be submitted to appropriate employee groups whenever, in the judgment of the employee, the aggrieved matter is related to the concerns of the group. Participation by such a group in the handling of any appeal should not alter the procedures outlined above.</p> <p>b. Time Extensions: Some appeals may warrant study and research that cannot be completed within the ten (10) working days allotted for a response.</p> <p>An extension may be taken by the respondent provided that notice of the extension is given in writing to the appellant within the original ten (10) working day requirement. The length of the extension and a brief rationale should be provided in the written communication. If no response is received within the allotted time (including the extension), the appellant may initiate the next step of the above procedure.</p> <p>c. This procedure in no way denies the right of the grievant' to file formal complaints with the Iowa Civil Rights Commission, the federal Office of Civil Rights or the Equal Employment Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.</p>		