Grievance Policy

NOTE: Please refer to Policy II.3.020- LTC Tenure Rights/Removal Policy for employees of the LTC: 
(who were engaged in the performance of the postsecondary vocational-technical school functions 
of the State Board of Elementary and Secondary Education "BESE" and the State Department of 
Education, prior to July 1, 1999, and who acquired tenure status, prior to July 1, 1999.)

It is the policy of the Louisiana Community and Technical College System to develop and maintain 
a satisfied and efficient work force. An employee who is seeking a solution concerning 
disagreements arising from working relationships, working conditions, employment practices, or 
differences in interpretation of policy is encouraged to discuss the matter with the immediate 
supervisor before filing a grievance. Most concerns can be resolved informally without the need 
for a formal grievance. Performance evaluations are not grievable under this formal grievance 
policy. SLCC believes that employee grievances should be resolved at the lowest possible 
administrative level and an employee must exhaust all administrative procedures at the institution 
level before an appeal can be made to the President. Only those grievances that are related to the 
President or that the President cannot resolve shall be sent to the Board.

When an employee feels he/she has been treated unjustly, the employee has the right to utilize 
the grievance policy without fear of retaliation, discrimination, or reprisal because of the action. 
The decision to utilize the grievance policy shall be the employee’s decision. It is understood that a 
grievance will be kept confidential except to the extent necessary to investigate and resolve the 
grievance.

When an employee feels that a condition of employment or application of a policy is unjust or 
in equitable, he/she is encouraged to first seek assistance from his/her immediate supervisor, who 
should attempt to solve the problem. The supervisor is responsible for handling the complaint and 
striving to arrive at a prompt, equitable solution.

Occasionally, an employee’s complaint involves his/her supervisor, or the employee does not feel 
the matter has been resolved by the supervisor. In such an instance, the employee should feel 
free to file a formal grievance. The employee may appeal a complaint through to the college 
Chancellor. In the event that the complaint is appealed beyond the
Chancellor level, the SLCC President will respond to the appeal through a procedure established by the system President.

When an employee feels he/she is being discriminated against because of race, color, sex, ethnic origin, religion, age, veteran status, or disability and is not able to discuss this issue with his/her supervisor, the employee should refer to the SLCC policy on harassment.

Only those grievances that are not eligible for appeal to the Director of Civil Service or the Civil Service Commission shall be processed through the SLCC grievance policy.

Under certain circumstances, Civil Service classified employees should use the Civil Service procedure for appeals and hearings rather than the SLCC system grievance policy. Examples of the types of actions over which the Civil Service Commission assumes responsibility are disciplinary actions which impact pay, such as:

- Removal of a permanent employee for cause
- Suspension with or without pay as a disciplinary action
- Reduction in pay
- Prohibited political activity
- Classification and Pay

Upon completion of the grievance process, all records are maintained by Human Resources for a period of three (3) years.

Each institution is responsible for establishing operating procedures for assuring compliance with the SLCC grievance policy, and to have these procedures approved by legal counsel, the President and on file with the system office.

Reference:
Louisiana Community and Technical College System, Policy # 6.015

Policy Reference: SLCC Grievance Policy

Review Process:

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Phyllis A. Dupuis, Ph.D.
Interim Chancellor