

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 6.015**

---

**Title: EMPLOYEE GRIEVANCE POLICY**

Authority: Board Action

Original Adoption: 10/10/2001

Effective Date of Current Policy: 12/11/2024

Last Revision: 12/11/2024

---

**I. PURPOSE**

To establish a process for the resolution of grievances for employees.

**II. POLICY**

An employee who seeks a solution concerning issues arising from working conditions, employment practices, or interpretation of policy and/or procedure may file a grievance. Employees are encouraged to discuss their concerns with their immediate supervisor and/or department head before filing a grievance. Most issues can be resolved informally at the supervisory level without the need for a formal grievance.

Employee grievances should be resolved at the lowest possible administrative level. Employees must exhaust all administrative procedures at the college level before filing an appeal to the LCTCS President. Grievances that are related to the LCTCS President or that the LCTCS President cannot resolve may be sent to the LCTCS Board of Supervisors.

**III. ISSUES WHICH ARE NOT GRIEVABLE**

The following actions are not grievable under this policy:

- A. Termination, non-renewal of contract or appointment, or layoff
- B. Actions within the exclusive jurisdiction of the state Civil Service Commission such as actions which impact pay, or pay issues, suspension with or without pay, reduction in pay, denial of merit increase, demotion, or position classification. Such matters shall follow any applicant Civil Service rules.
- C. Disciplinary action taken in accordance with established procedures
- D. Verbal warnings, letters of instruction, job-related assessments, and other similar non-disciplinary actions
- E. Performance evaluations
- F. Non-selection for a position
- G. The contents of the hiring agreement, or employment contract
- H. The denial of a telework or domicile change request

#### **IV. GRIEVANCE PROCESS**

##### **A. DEPARTMENTAL LEVEL**

Step 1: The employee must present the written grievance to their department head within five (5) working days of the date of the alleged grievable act. Any complaint alleging discrimination shall follow LCTCS Policy #6.011 Prohibition and Prevention of Discrimination, Harassment, and Retaliation.

Step 2: The department head may meet with the employee and shall respond in writing within five (5) working days after receipt of the grievance unless additional time is required to respond to the grievance.

##### **B. HUMAN RESOURCE LEVEL**

Step 1: If the employee is not satisfied with the decision at departmental level of the grievance process, the employee may appeal in writing to the appropriate Office of Human Resources (e.g., college HR or LCTCS HR for LCTCS staff). The written appeal needs to be submitted within five (5) working days after the receipt of the response from the department head. The appeal must state why the employee disagrees with or rejects the departmental decision. HR shall provide the department head with a copy of this appeal.

Step 2: An HR representative will contact the employee as soon as possible, but no later than seven (7) working days after receipt of the appeal. HR may meet with the employee and/or the department head.

Step 3: The HR representative will notify the employee and the department head of the decision in writing within five (5) working days following the meeting with the employee and/or department head.

##### **C. CHANCELLOR LEVEL**

Step 1: If the employee is not satisfied with the decision at HR level of the grievance process, the employee may appeal in writing to the Office of the Chancellor within five (5) working days after receipt of the HR decision. The appeal must include the reasons why the employee disagrees with the HR level decision.

Step 2: After reviewing the grievance file, the college Chancellor or their designee, within ten (10) working days after receipt of the appeal, will make a decision about the appeal. Written notice of the decision will be given to the employee, the department head, and HR.

##### **D. LCTCS PRESIDENT LEVEL**

Step 1: If the employee is not satisfied with the decision at Chancellor level of the grievance process, the employee may appeal in writing to the Office of the LCTCS President within five (5) working days after receipt of the Chancellor decision. The appeal must include the reasons why the employee disagrees with the Chancellor decision.

Step 2: After reviewing the grievance file, the LCTCS President or their designee, within ten (10) working days after receipt of the appeal, will make a decision about the appeal. Written notice of the decision will be given to the employee, the department head, college HR, and the Chancellor. The LCTCS President's decision shall be final.

#### **V. FORM**

Copies of the official form are available from the Office of HR or via the HR website. The form shall be used by all employees filing a grievance pursuant to this policy.

## **VI. TIME LIMITS**

Time limits set in this policy must be followed. Failure to adhere to the time limits will result in the employee waiving all rights under the grievance procedure for the issue(s) raised in the grievance. Failure of the department head, the college HR, and the Chancellor to adhere to the time limits or provide notice in writing of additional time needed to respond to the employee will authorize the employee to move to the next step of the grievance process. However, the time limits described in this policy may be suspended, extended, or altered by the LCTCS President or their designee.

## **VII. RETALIATION**

No employee may take reprisal action against an employee who uses the grievance procedure or participates in any way (e.g., witness) in the grievance process. Any employee violating this prohibition against retaliation is subject to disciplinary action up to and including termination. Additionally, no LCTCS official may use their position to attempt to improperly influence the grievance process.

## **VIII. SUMMARY DISPOSITION OF A GRIEVANCE**

A grievance which does not present a grievable issue or which is subject to summary disposition pursuant to Civil Service guidelines or which is untimely may be summarily dismissed. A request for summary dismissal must be approved by the LCTCS President, the college Chancellor, or their designee. All parties to the grievance will be notified in writing.

The Appointing Authority may dismiss the grievance on any of the following grounds:

- A. The action is appealable to the Director of Civil Service or the to the Civil Service Commission
- B. The grievant does not work for the college
- C. The person against whom the grievance is filed does not work for the college
- D. The grievance has not been made in the required manner or within the prescribed period
- E. A decision on the grievance would be ineffective or moot
- F. The remedy requested cannot be granted
- G. The appointing authority has determined the grievance to be frivolous. (i.e. A claim that lacks any arguable basis either in law or in fact.)
- H. The grievance is being used to impede the efficient operation of the college
- I. The grievant refuses to participate in the grievance process
- J. The grievance has been previously heard and decided

## **IX. COLLEGE POLICY**

Each college is responsible for establishing grievance processes in compliance with the LCTCS grievance policy.

*NOTE: Please refer to Policy 6.021 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.*