

# Essex County College College Regulation

## REG 4-5 EMPLOYEE COMPLAINTS AND GRIEVANCES

### Policy:

To properly and expeditiously handle the various steps of the complaint and grievance procedure pursuant to N.J.S.A. Statue 18A, college guidelines and collective bargaining agreements.

### Application:

- I. The Director of Human Resources will be responsible for the coordination and data collection relative to all formal complaint and grievance guidelines, except when the complainant or grievant concerns a member of the Human Resources Department in which case the Office of the General Counsel will coordinate the complaint or grievance.
  - (a) The Department of Human Resources will require all administrators involved in any complaint or grievance process to submit all relevant documentation according to schedules prescribed by College guidelines and by collective bargaining agreement to assure that respective deadlines are met and measures toward disposition are initiated.
  - (b) The Department of Human Resources will coordinate the scheduling of meetings with the President or designee and/or the Board of Trustees respectively when complaints and grievances are not resolved at lower levels of the process and guidelines and collective bargaining agreements stipulate such recourse.
2. Complaints and grievances which remain unresolved after all prior formal steps have been exhausted may proceed to arbitration. Depending on the nature of the grievance, the decision of the arbitrator will be consistent with provisions of established College guidelines and collective bargaining agreement.

### Reporting Possible violations:

#### Title IX

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#### 504 Coordinator

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<b>Responsible Official (s):</b>	<b>Reference: <i>N.J.S.A. 18A:64A-12(o)</i></b>
<b>Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17,9/22</b>	<b>Attachment(s):</b>