



EMPLOYEE GRIEVANCE POLICY AND PROCEDURE

PERSONNEL | 300.325

Last Evaluation

1/2/2024

Executive Staff Approval

1/8/2024

Board Approval

1/17/2024

Employee Evaluation

2/6/2024

1. Purpose

The purpose of the Employee Grievance Policy and Procedure is to provide steps for resolution of employee work-related complaints, including those that have to do with sex (Title IX), civil rights (Title VI), and disability (Section 504), in compliance with College standards for due process.

2. Statement

This Procedure outlines the process to file an employee grievance.

3. Definitions

Grievance - a real or imagined wrong or other cause for complaint or protest, especially unfair treatment

Final and Binding Decision – a final administrative decision. The complainant cannot take the matter any further administratively.

4. Policy

- 4.1 Situations may occur where an employee feels that a policy affecting them has not been followed in a fair and consistent manner. In most cases, Mountainland Technical College (MTECH) expects the employee to satisfactorily address such concerns within their assigned area or department, working through their supervisor. However, when a recent or continuing problem has not been resolved, the College wishes to provide employees an avenue to resolve the complaint.
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5. Procedure

- 5.1 If the employee grievance is related to a Title IX issue, the employee should go directly to the Title IX Coordinator for assistance. Their contact number is (801) 753-4245 and their email address is titleixcoordinator@mtec.edu.
- 5.2 An employee will not be subjected to intimidation or reprisal for assertion of an employment grievance.
- 5.3 Employees should first attempt to resolve their employment grievances through informal discussions with their immediate supervisor.
- 5.4 If a mutually satisfactory agreement cannot be reached between the immediate supervisor and employee, the employee may submit, in writing, the grievance to the next-level supervisor.
- 5.5 Unless their next-level supervisor is a vice president, employees dissatisfied with the resolution may submit in writing the grievance to the corresponding college vice president related to their position, faculty to the Vice President of Instruction and staff to the Vice President of Administrative Services or Vice President of College Relations. The decision of the vice president is final and binding.
- 5.6 In a case where the vice president is the immediate supervisor, employees should submit in writing the grievance to the Associate Vice President of Human Resources who will confer with the President of the College. In this case, the decision of the President of the College is final and binding.

5.7 This Grievance Policy applies to all employees of Mountainland Technical College.

6. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval	Employee Evaluation
7/12/2016	7/26/2016	8/17/2016	8/8/2016
8/2/2017	8/7/2017	8/16/2017	8/11/2017
6/8/2018	6/11/2018	8/15/2018	
4/27/2019	4/29/2019 no changes		5/2/2019
5/21/2020 no changes			8/6/2020
7/15/2021	7/19/2021	8/18/2021	9/2/2021
3/4/2022	3/7/2022	3/16/2022	3/31/2022
7/25/2023	8/7/2023	8/16/2023	8/4/2023
1/2/2024	1/8/2024	1/17/2024	2/6/2024