



**Policy**

**7-8039      Complaints Concerning Employees**

Complaints concerning employees of the Yosemite Community College District should be directed to the employee’s immediate supervisor. Administrative procedures shall be developed which provide for various levels of review.

**Adopted:** June 28, 2004

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**Administrative Procedure**

**7-8039 Complaints Concerning Employees**

The primary purpose of this procedure is to secure equitable, timely solutions to complaints. This procedure is not to be used for grievances under a bargaining contract or for any problem for which there is another procedure provided by law and/or implementing District policy/procedure.

I. Informal Level

A. Complaints related to the duties of an employee shall be called to the attention of the employee’s immediate supervisor. An attempt will be made to reconcile the problem in an informal manner by consultation with the employee and the employee’s immediate supervisor.

II. Formal Level

A. Step 1

1. If the complainant is not satisfied with the informal resolution, a formal written complaint may be filed with the President or Vice Chancellor of Human Resources within thirty (30) days of the notification of formal action. This statement shall be a clear, concise statement of the complaint, the circumstances involved, and the decision rendered at the informal level.
2. The President or Vice Chancellor of Human Resources will investigate the complaint and consult with the employee and the employee’s immediate supervisor and shall communicate his/her decision, in writing, to the complainant within ten (10) days after receipt of the formal written complaint.

B. Step 2

1. If the complainant is not satisfied with the decision by the President or Vice Chancellor of Human Resources, he/she may appeal the decision within ten (10) days after receipt of the formal decision to the Chancellor. The statement shall indicate the decision reached at Step 1 and a clear, concise statement of the reasons for the appeal. The Chancellor shall communicate his/her decision in writing to the complainant within ten (10) days after receiving the appeal.
2. \*A “day” is defined as any day in which the central administrative office of the District is open for business.

C. Step 3

1. If the complainant is not satisfied with the decision at Step 2, within ten (10) days after receipt of the Chancellor’s decision, a written appeal may be made through

1 the Chancellor for the Board of Trustees to review the complaint in executive  
2 session. The decision of the Board of Trustees is final.

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4 III. Failure to Observe Time Limits

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6 A. In the event the complainant fails to exhaust all remedies under the procedure, or to abide  
7 by the time limits with respect to each step, the complaint shall be presumed to be  
8 abandoned and the matter shall be considered settled, in accordance with the District's last  
9 response.
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11 B. In the event that the District fails to give its answer at any step within the time limits  
12 prescribed, the complainant shall have the right to proceed to the next step.
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14 C. Any time limit may be extended by written mutual agreement of the complainant and the  
15 District.
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17 **Procedure Last Revised:** June 13, 2007  
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