



## **Instructions for your policy manual:**

**Instructions to employee filing the report:** Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within 10 calendar days from the date of the alleged incident, otherwise the grievance will not be reviewed under this policy. Oral grievances do not comply with this policy. Complete and deliver this report to your direct supervisor, unless your direct supervisor is the alleged offender. If this is the case, deliver the form to the next supervisor in your chain of command whom the grievance is lodged. The supervisor (or person receiving a written grievance) will notify HR personnel and/or the President as appropriate.

**Instructions to college official receiving the report:** The supervisor, or other person appointed (such as Title IX Coordinator, HR, SPO, President as applicable) to address the grievance, must review the written statement and conduct an investigation of the claims within 45 calendar days (or as otherwise agreed), and then make a written report of findings with recommendations within 60 calendar days of receipt of the grievance. The report must be given to the President, the complaining employee, and the person about whom the grievance is lodged. The complaining employee or the person about whom the grievance is lodged has 5 calendar days from receipt of the written report to provide specific written objections to the report of findings with recommendations to the President, which will be considered by the President or his/her designee before issuing a final decision. This decision shall be final.

**NOTE:** If the last day for filing a notice of appeal falls on a Saturday, Sunday, or a legal holiday, the appealing party will have until 5:00 p.m. the first working day following to file.