



Book	Policies, Procedures, and Plans
Section	300 Personnel
Title	Employee Grievance Policy
Code	325
Status	Active
Adopted	July 12, 2016
Last Revised	August 15, 2018
Last Reviewed	May 21, 2020
Prior Revised Dates	8/7/2017; 7/26/2016; 8/15/2018

### **325.1 PURPOSE**

**1.1** The purpose of this policy is to provide procedures for Mountainland Technical College employees who seek to resolve work-related grievances.

### **325.2 POLICY**

**2.1** Situations may occur where an employee believes that the fair and consistent application of a policy affecting him or her has not been followed. In most cases, MTECH expects that the employee will be able to satisfactorily address such concerns within his or her work area or department. However, when a recent or continuing problem has not been resolved the College wishes to provide employees an alternative vehicle for doing so.

### **325.3 PROCEDURES**

**3.1** An employee will not be subjected to intimidation or reprisal for assertion of an employment grievance.

**3.2** Employees should first attempt to resolve their employment grievances through informal discussions with their immediate supervisor.

**3.3** If the employee grievance is related to a Title IX issue, the employee should go directly to the Title IX coordinator, Justin Browning, for assistance. His contact number is (801) 753-4137.

**3.4** If a mutually satisfactory agreement cannot be reached between the immediate supervisor and employee, then the employee may submit, in writing, the grievance to the second-level supervisor which is the employee's supervisor's supervisor.

**3.5** The decision of the second-level supervisor is final and binding for part-time or temporary employees.

**3.6** Unless the second-level supervisor is a vice president, full time employees dissatisfied with the resolution may submit in writing the grievance to the corresponding vice president of the college related to their position, faculty to the Vice President of Instruction and staff to the Vice President of Administrative Services. The decision of the vice-president is final and binding.

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

### **325.4 DEFINITIONS**

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

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

**4.3 Full-time employee** – a (40 hours per week) salaried or hourly benefited staff member whose employment is defined by the College Campus as being of a continuous nature. This includes full-time (40 hours per week) Classified Professional/Administrative, and Faculty personnel. Normally, a regular staff member is one assigned to work 75% or more in a position expected to last more than 12 months.

**4.4 Part-Time employee** – a staff member assigned to work 30 hours or less weekly on average.