

**Subject:**  
**Administrative Review/Grievance Procedure**

**Policy Number:**  
**2180**

Date Adopted: 8/92

Revised: 7/95, 7/96, 7/03, 7/04, 8/08

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Any person aggrieved by any decision or action of the President of the College, an administrator, employee, or group of employees of the College qualified under administrative policies and procedures to pass upon the complaint, shall have the right to proceed through established lines of authority to petition the Board, in writing, to review the action taken in such case. The Board may consider the matter upon such petition or may refer the matter to a committee of the Board. In reviewing such action or decision, the Board may affirm, reverse, or modify the decision or action and may make such orders in connection therewith as may be appropriate under the circumstances.

#### GRIEVANCE PROCEDURE

Any employee shall have the right at any time within five (5) days after the incident out of which the grievance arises to present the grievance. Any such grievance shall be handled in accordance with the step-by-step procedure listed below.

- Step 1. Any employee may present a written grievance to his/her supervisor. If the supervisor's answer is not given within forty-eight (48) hours (two workdays) after the presentation of the grievance, or if the answer is not satisfactory to the complaining employee, proceed to
- Step 2. The employee shall within three (3) workdays thereafter cause the grievance to be prepared in written form, with one copy to be presented to the Grievance Officer.
- Step 3. The Grievance Officer and the employee shall meet within five (5) workdays in an attempt to reconcile the grievance. If, within three (3) workdays from the hearing, the grievance is not reconciled, then the grievance may be submitted to the President.

Step 4. In the event the employee (who must be present at this hearing) is dissatisfied with the decision of the President, she/he may petition (in writing) the governing Board, through the President, to review the case. The appeal must be submitted a minimum of 14 days prior to a meeting date. The Executive Committee of the BRTC Board of Trustees (or appointee by the President if unavailable) will review the appeal. A unanimous vote of the Executive Committee will be the final decision. The appeal will be presented to the full Board if a unanimous decision cannot be reached by the Executive Committee and this decision shall be final.

This in no way prohibits an employee from availing themselves of remedies outside these procedures. Each employee retains the right to file with the Equal Employment Opportunity Commission or pursue other legal remedies.

Reference Policy Number: 2175, 2176, 5110