Purpose:

Each of the following provides for complaint and grievance process and procedures:

VSC Personnel Handbook for Non-Bargaining Unit Employees, Faculty Federation Agreement (Full-Time and Part-Time), VSCSF, VSC-UP PAT and Supervisory Agreements and the Vermont Technical College Student Handbook.

The purpose of this policy and procedure is to designate individual by position to whom grievances and complaints may be filed.

Procedure:

The President has designated the following individuals to act as Grievance or Hearing Officer:

Faculty: President

VSCSF Staff
- Written complaints – Director of Human Resources
- Step One – President or designee

VSC-UP
- Step One – appropriate Dean
- Step Two – President or designee

Non-Bargaining Unit
- Step One – immediate supervisor
- Step Two – Manager
- Step Three – President or designee

Students College Judicial Board