

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Grievance Procedures</b>	<i>Number:</i> <b>T 205</b>	<i>Page(s):</i> <b>1</b>
	<i>Date:</i> <b>July 2009</b>	

### 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.

### PROCEDURES

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

### POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) December 1984
  - b) August 2005
  - c) July 2009

Signed By:  Patricia Moulton President
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