

Complaint Resolution Procedure

The College has established a complaint resolution procedure to provide a timely and orderly review of decisions concerning a) workplace safety; b) employee discipline; and c) employee termination.

Procedure for Resolving Complaints Concerning Employee Workplace Safety

Notify supervisor of the issue or incident within 24 hours of when the employee knew about the incident or issue.

Incident Report, completed by the employee, submitted to the Campus Safety Committee for review and consideration with 7 days of the incident or issue.

After receipt of the completed Incident Report, Campus Safety Committee will conduct an investigation, and normally issue a final report within 30 days.

The employee may appeal the findings and conclusions of the Campus Safety Committee and request the appointment of an Impartial Hearing Officer (IHO) by submitting a written complaint to Human Resources within 7 days after receipt.

The appeal hearing will normally be scheduled within 30 days of receipt of the request for hearing.

IHO shall record one of four outcomes: sustain, deny or modify the conclusion of the Campus Safety Committee or recommend additional investigation prior to final determination

The College or Employee may appeal the decision of the IHO to the WITC Board by filing a request within 7 days of receipt of the written decision of the IHO.

The WITC Board of Trustees will issue its written decision within 60 days from receipt of the appeal. The Board decision is final.