

EMPLOYEE GRIEVANCE POLICY

For Grievances related to Title IX please see the Policy Against Discrimination and Harassment

PURPOSE

It is the intent and purpose of Keck Graduate Institute (KGI) to provide all employees with a fair and efficient process to present and resolve grievances when the need arises for employees to express concerns or complaints in a formal manner. The following procedures will ensure employees receive a fair and unbiased review of workplace concerns.

It is a violation of Keck Graduate Institute to knowingly make fraudulent allegations with the intent to cause harm to another individual(s). Those making such allegations are also subject to disciplinary action, up to and including termination.

DEFINITIONS FOR COMPLAINTS AND GRIEVANCE PROCEDURES

COMPLAINT

A complaint is defined as a negative issue or problem impacting the employee's workplace or working conditions. The purpose of the complaint process described herein shall be to provide the opportunity for employees to have work-related problems and complaints heard and considered in a non-adversarial manner.

GRIEVANCE DEFINED

A grievance is defined as an allegation by an employee that has been adversely affected by a violation of institute policy, misunderstanding, miscommunication, or misinterpretation of institute policy, and/or inconsistent application of institute policy. The grievance process described in this policy will provide employees the opportunity to resolve alleged violations of institute policy, misunderstanding, miscommunication, or misinterpretation of institute policy, and/or inconsistent application of institute policy.

- The employee filing a complaint shall be considered the **"complainant"**.
- The employee filing a grievance shall be considered the **"grievant"**.
- The employee(s) about whom a complaint is made or whose action(s) gave rise to a grievance shall be referred to as the **"respondent"**.

GRIEVANCE PROCESS

1. Employee will first talk to the employee in which the complaint or concern is with at an attempt to resolve the issue. If the complaint or concern is with the employee's supervisor and the employee does not feel comfortable addressing the concern, the employee may request to speak with their supervisor's supervisor.

Effective Date: September 2021
Revised June 2023

Administrator: Human Resources
Approval Authority: Human Resources

A Member of The Claremont Colleges

2. If the grievance has not been resolved after completing step 1, the employee should involve Human Resources to help resolve their grievance. The employee is required to fill out the Grievance Form and submit it to Human Resources at hr@kgi.edu. You will receive a response from Human Resources within approximately forty-eight (48) business hours confirming the receipt of the Grievance Form and notifying you that Human Resources is looking into the grievance.
3. Human Resources or a third party will investigate the grievance or otherwise obtain additional evidence, including but not limited to speaking to the respondent and involved parties or witnesses relating to the involved employment issue.

Note: A third party investigator may be called in if deemed necessary.

This step is typically completed approximately thirty (30) business days from receipt of the Grievance Form.

4. At the conclusion of the investigation, Human Resources will provide a written determination of the grievance to the grievant, the responding party, and other parties that may be involved or have a reason to know about the determination.

This step is typically completed approximately three (3) days after Human Resources has concluded their review of the grievance.

CONFIDENTIALITY

Confidentiality is required of all participants in the Grievance resolution process. All information revealed and all discussions held shall be as confidential as reasonably possible within legal requirements and organizational responsibilities and within limits allowing for the review to occur.

KGI encourages an environment in which individuals can discuss concerns and make the proper authorities aware of certain conduct, including discrimination, harassment, or retaliation. In such matters, however, confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed because of obligations to report such matters. Confidentiality will be protected as much as possible, and the expressed wishes of the grievant regarding confidentiality will be considered in the context of the institution's obligation to act upon the grievance and the right(s) of the respondent to be informed concerning the grievance.

Effective Date: September 2021
Revised June 2023

Administrator: Human Resources
Approval Authority: Human Resources

A Member of The Claremont
Colleges

RETALIATION

KGI believes that open communication is essential to a successful work environment, and all employees should feel free to raise issues of concern without fear of retaliation. Employees who engage in the process outlined above are protected from retaliation. That means that KGI cannot take any adverse action against an employee because the employee engaged in this process. Further, employees may not retaliate against anyone who participates or is believed to have participated in any stage of the grievance process.

Employee's Name (Print)

Employee's Signature

Date

Effective Date: September 2021
Revised June 2023

Administrator: Human Resources
Approval Authority: Human Resources

A Member of The Claremont
Colleges