

### **D.3.3 (Policy) Employee Complaints**

Responsible Department: Human Resources, Legal

Board Adoption: 4-28-09

Last Board Action: 1-13-10

Last Amended: 11-9-16

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The College District encourages fair, efficient, and equitable solutions for problems arising out of the employment relationship. The College District encourages informal resolution of employee concerns and complaints whenever possible. In the event an employee's complaint is not resolved informally, the employee may initiate the formal process described in [D.3.3.1](#). The Human Resources department shall maintain a formal grievance procedure, which includes mediation, to resolve employment disputes. The grievance procedure is available to all benefited College District employees.

This policy and Procedure [D.3.3.1](#), outlining the grievance procedure, shall be made available in the Human Resources department, in each college President's office, and on the College District website.

#### **Retaliation Prohibited**

The College District shall not tolerate any form of retaliation against a person for bringing a concern or complaint or for cooperating with or participating in the grievance process.

Procedure [D.3.3.1](#) Employee Complaints

*Legal Reference - TACC Policy Reference Manual*

DGBA(LEGAL) - Personnel-Management Relations: Employee Grievances