



SUBJECT: 400 Human Resources

Policy: 407.6 Disciplinary Procedures

Effective:

Revised:

Reviewed:

INFORMAL PROBLEM SOLVING

The College strives to treat each of its employees fairly. If an employee has a concern or problem, he or she is encouraged to discuss the matter with his or her immediate supervisor. Early communication often helps resolve an issue quickly. If an employee is reluctant to approach his or her immediate supervisor or is dissatisfied with problem resolution through an immediate supervisor, he or she may seek assistance from the next level supervisor or the Director of Human Resources.

GRIEVANCE PROCEDURE

Employees of Great Falls College Montana State University who feel that informal problem solving has been unsuccessful or that they have been unfairly disciplined or terminated may file a grievance.

The grievance procedure and time limits for filing a grievance for Faculty, Maintenance and Support Staff are described in the Collective Bargaining Agreements for each of these covered groups of employees. Copies of the Collective Bargaining Agreement are available from each union's campus representative and/or the Human Resource Director and are also available on our website. The College maintains, in a file separate from the employee's personnel file, all grievance documents and records dealing with the processing of a grievance.

Employees not covered by a collective bargaining agreement should refer to the Informal Problem Solving process outlined above.