

## PROCEDURE 2.3.0: NON-FACULTY COMPLAINT PROCESS

Non-faculty employees can address complaints to their immediate supervisors. If resolution isn't reached with the immediate supervisor, the complainant can bring the issue, in writing, to the next succeeding administrative level in that division of the college, through the chief executive officer.

At each administrative level, 15 working days are allowed for resolution of the complaint. This procedure also applies to complaints filed on the basis of discrimination and/or sexual harassment. All decisions, notifications of decisions and reasons for decisions are in writing. Complaints also can be filed directly with the Office for Civil Rights, U.S. Department of Education.

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