



<p align="center">Policy Title</p> <p align="center">Complaint Resolution All Employees Policy</p>	<p align="center">Original Adoption Date</p> <p align="center">9/19/1985</p>	<p align="center">Policy Number</p> <p align="center">HR-147</p>
<p align="center">Responsible College Division/Department</p> <p align="center">Human Resources</p>	<p align="center">Responsible College Manager Title</p> <p align="center">Executive Director of Human Resources</p>	
<p align="center">Policy Statement</p> <p>This policy is adopted in conformance with WI Stat., §66.0509 requiring a formal procedure for resolution of employee complaints by the college administration and College District Board, as necessary. This policy is applicable only to complaints related to discipline, workplace safety, and termination from employment.</p> <p>A complaint shall mean a dispute arising out of interpretation or application of a College Policy or Rule, concerning employee terminations, employee discipline, or workplace safety. Only one subject matter shall be covered in any one complaint.</p> <p>It is the expectation of the college that employees and managers will have used all reasonable means to resolve any questions, problems, or misunderstandings prior to invoking the formal complaint process.</p> <p>Eligibility</p> <ol style="list-style-type: none"> a. All employees (faculty, management, and support staff). b. Not applicable to student employees. 		
<p align="center">Reason for Policy</p> <p>To act in accordance with state law and acknowledge the employees right to file a complaint/grievance.</p>		
<p align="center">Cross References and Legal Review</p> <p>Created/Adopted: 9/19/1985 Reviewed/Revised: 11/16/89; 8/21/91; 5/19/93; 12/15/94; 4/25/97; 7/01/02; 12/18/08; 1/21/13; 04/01/14, 12/6/2018 LTC Board Approval: 12/21/2011 Legal Counsel Review and Approval: 10/17/2011 Board Policy: III.A. General Executive Constraint, III.B. People Treatment</p>		
<p align="center">Definitions</p> <p><u>Complaint.</u> Any complaint that concerns discipline, termination, or workplace safety, as those terms are defined herein.</p> <p><u>Discipline.</u> Any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion. The term “discipline” does not include verbal notices or reminders, performance evaluations, non-disciplinary documentation of employee acts or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets, placing an employee on paid leave pending an internal investigation, non-renewal of an employment contract governed by Wis. Stat., § 118.22, or other personnel actions taken by the College for non-disciplinary reasons.</p> <p><u>Termination.</u> Discharge from employment. “Termination” does not include a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract or</p>		



adjunct assignment, temporary or permanent total or partial elimination of a position, retirement, job abandonment, termination of employment due to medical condition (subject to applicable law), loss or lack of qualification or license, non-renewal of an employment contract governed by Wis. Stat., § 118.22 or any other cessation of employment not involving involuntary termination.

Workplace Safety. Conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, and workplace violence.