



Broward
Community
College

Policy

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| Title: Filing of Complaints for Administrative and Non-Represented Technical Staff | Number: 6Hx2-3.28 |
| Legal Authority: Fla. Statute 1001.64 | Page: 1 of 1 |

Broward Community College encourages supervisors and employees to resolve their differences as soon as possible; however, in order that employees may be assured fair consideration of their problems, a means of review and appeal to a higher level of authority, without prejudice, is hereby established.

Complaint Defined. For the purpose of this policy a *complaint* is defined as an employee’s perception of the improper application of college policies or procedures. Complaints of discriminatory treatment must be made through the college’s policy prohibiting *Discrimination, Harassment and Retaliation*, Policy 6Hx2-3.34 and Procedure A6Hx2-3.34.

Any non-represented employee who has successfully completed his/her initial probationary period, including any extensions to that period as provided under Policy A6Hx2-3.21, *Employee Performance Appraisal*, has the right to file a complaint. At each step of the complaint, process, the employee may be represented by someone of his/her own choice and at his/her expense. Any absence from the normal duty station caused by meeting with appropriate supervisory authorities during the presentation of the complaint shall be considered time worked by the complainant. Complaints regarding termination after the termination occurs will not result in pay for the employee during the complaint process.

The time limits set forth in the following procedure may be extended by mutual written consent of both parties. If the time limit is not extended, and the employee does not appeal within the specified time limit, the complaint will be considered settled at the preceding step. If the appropriate supervisory official does not respond during the specified time limit then the employee may immediately present his/her complaint to the next step. At each step in the procedure the responsible official who is handling the complaint shall clearly inform the employee of his/her right of appeal and the routing of the appeal.

Represented Professional Technical Staff. The process for represented professional technical staff are contained in Article 7 of the *Collective Bargaining Agreement between the Board of Trustees of Broward Community College and the Federation of Public Employees*.

[Link to Procedure A6Hx2-3.28](#)

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| History: Issued as Policy 3.46 on December 16, 1986; revised and re-numbered on May 21, 1997; revised on May 3, 2000; revised on April 24, 2002; revised and re-titled on November 22, 2006. |
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| Approved by the Board of Trustees | Date 11/22/2006 | President’s Signature | Date 11/22/2006 |
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