

Policy Manual



Title: Complaints by Administrative and Non-Represented Technical Staff	Number: 6Hx2-3.28
Legal Authority: <i>Fla. Stat §1001.64</i>	Page: Page 1 of 1

GENERAL STATEMENT

Broward 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, are hereby established.

THE POLICY and THE FACULTY and STAFF

Any non-represented employee has the right to file a complaint regarding the improper application of College policies and procedures. At each step of the complaint, process, the employee may be represented by someone of the employee's choice at the employee's 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.

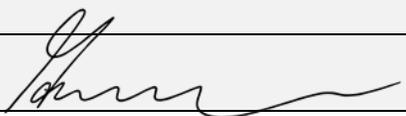
The time limits set forth in the following procedure may be extended by mutual written consent of both parties. If the time limit is not extended, and the employee does not appeal within the specified time limit, the complaint will be considered settled at the preceding step. If the appropriate supervisory official does not respond during the specified time limit then the employee may promptly 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 is contained in Article 7 of the Collective Bargaining Agreement between the Board of Trustees of Broward College and the Federation of Public Employees.

RELATIONSHIP TO OTHER POLICIES

1. Concerns or complaints regarding unlawful discrimination and/or unlawful retaliation should be addressed pursuant to Policy 6Hx2-3.34 (Unlawful Discrimination and Retaliation) and its accompanying procedures.
2. Concerns or complaints regarding Sexual Harassment/Misconduct should be addressed pursuant to Policy 6Hx2-5.39 and its accompanying procedures.
3. Concerns about student conduct should be addressed pursuant to Policy 6Hx2-5.02 (Student Code of Conduct) and its accompanying procedures.

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; revised on September 25, 2012; revised on August 11, 2020*

Approved by the Board of Trustees	Date: 8/11/2020	President's Signature 	Date: 8/11/2020
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