SECTION TWO PERSONNEL

II.22 Excluded Administrative Staff Policies

A. Grievance Procedure

Excluded Administrative Staff grievances will be addressed promptly and equitably at the lowest possible administrative level. The documented procedures to be followed, in this regard, are published at (link) and on file in the Human Resources office.

Individuals may request a review of termination or disciplinary action taken against them by presenting facts orally to their immediate supervisor's superior (in most cases, a Vice President or the President) within 30 calendar days of the action. These actions will follow the established Grievance Procedure.

B. Sick leave donation

The College will establish and maintain an Administrator Sick Leave Donation program, providing a means to fundamentally assist Excluded Administrative Staff from being subject to loss of income during an extended absence from work. The procedures prescribed for this program are published at (link) and on file in the Human Resources office.

C. Reversion

Excluded Administrators, with prior continuing or career appointment, are eligible to return to a continuing or career appointment position previously held within the College, following established procedures.

(Revised: November 21, 2011)