

## 5.06 Non-Represented Employees: Conflict Resolution

1. A complaint by a non-represented employee that s/he has been adversely affected by a misinterpretation, violation or misapplication of policies of the Board of Trustees or administrative procedures shall be ~~handled in such a manner as to secure~~ addressed in a manner to obtain a solution at the lowest possible management level.
2. Any complaint should be discussed first informally with the employee's immediate supervisor in an effort to resolve the problem. If the problem is unresolved, the complainant may request a review by the College President or, in the case of a ~~Chancellor's-District~~ Office employee, by the ~~Executive Vice Chancellor-Superintendent~~. If the immediate supervisor is the College President or the Chancellor-~~Superintendent~~, the Chancellor-~~Superintendent~~ may designate another ~~manager administrator~~ to hear the conflict at this stage.
3. If the problem is ~~still~~ unresolved, a nonrepresented employee may then request a formal administrative review of the complaint by the Chancellor-~~Superintendent~~ by filing a written request. The request should include both a description of the specific grounds for the complaint and specific actions requested which will remedy the complaint. The decision of the Chancellor-~~Superintendent~~ shall be final.
4. The District shall not take reprisal affecting the employment status of any nonrepresented employee because of the employee's participation in the conflict resolution process.

(~~6/92~~ Revised xx/10)