

POLICY TITLE
GRIEVANCE FOR CLASSIFIED EMPLOYEES

POLICY NUMBER
2-0221

Responsible Office: <i>Office of Human Resources</i>	Effective Date: <i>06/17/2026</i>
Responsible Official: <i>Chief Human Resources Officer</i>	Last Reviewed Date: <i>07/02/2026</i>
Policy Classification: <i>Institutional Affairs and Strategic Planning</i>	Origination Date: <i>01/20/2015</i>

I. POLICY STATEMENT

To establish a process for the resolution of grievances for classified employees.

II. POLICY RATIONALE AND SCOPE

It is the policy of Baton Rouge Community College (BRCC) to develop and maintain a satisfied and efficient workforce. An employee who seeks a solution concerning issues arising from working conditions, employment practices, or interpretation of policy and/or procedure may file a grievance. Employees are encouraged to discuss their concerns with their immediate supervisor and/or department head before filing a grievance. Most issues can be resolved informally at the supervisory level without the need for a formal grievance.

Employee grievances should be resolved at the lowest possible administrative level. Employees must exhaust all administrative procedures at the department level before an appeal can be made to the Chancellor.

III. POLICY AUDIENCE

This policy applies to all permanent classified employees.

IV. POLICY COMPLIANCE

No employee may take reprisal action against an employee who uses the grievance procedure or participates in any way (e.g., witness) in the grievance process. Any employee violating this prohibition against retaliation is subject to disciplinary action up to and including termination.

V. POLICY DEFINITIONS

As used in connection with this grievance policy and procedure, the following words and phrases shall have the meaning denoted:

- **Grievance:** an official, internal agency procedure used to resolve employee complaints and any personnel actions that are not appealable to the Civil Service Director or to the Civil Service Commission.

VI. POLICY IMPLEMENTATION PROCEDURES

Grievance Process

A. DEPARTMENTAL LEVEL

Step 1: Should the grievance not be resolved in the discussion with the immediate supervisor and the employee wishes to pursue the matter, the employee must present the written grievance to their department head within five (5) business days of the date of the alleged grievance. Any complaint alleging discrimination shall follow Louisiana Community Technical College System (LCTCS) Policy #6.011 Prohibition and Prevention of Discrimination, Harassment, and Retaliation.

Step 2: The department head may meet with the employee and shall respond in writing within five (5) business days after receiving the grievance unless additional time is required to respond to the grievance.

B. HUMAN RESOURCE LEVEL

Step 1: If the employee is not satisfied with the decision at the departmental level of the grievance process, the employee may appeal in writing to the Office of Human Resources/Employee Relations. The written appeal needs to be submitted within five (5) business days after receiving the response from the department head. The appeal must state why the employee disagrees with or rejects the departmental decision. Human Resources (HR) shall provide the department head with a copy of this appeal.

Step 2: A representative from HR will contact the employee as soon as possible, but no later than seven (7) business days after receiving the appeal. HR may meet with the employee and/or the department head.

Step 3: The HR representative will notify the employee and the department head of the decision in writing within five (5) business days following the meeting with the employee and/or department head.

C. CHANCELLOR LEVEL

Step 1: If the employee is not satisfied with the decision at the HR level of the grievance process, the employee may appeal in writing to the Office of the Chancellor within five (5) business days after receipt of the HR decision. The appeal must include the reasons why the employee disagrees with the HR decision.

Step 2: After reviewing the grievance file, the Chancellor or their designee, within ten (10) business days after receiving the appeal, will render a decision about the appeal. Written notice of the decision will be given to the employee, the department head, and HR.

Step 3: The decision rendered by the Chancellor or designee is final.

Grievance Form

The official BRCC Grievance Form is available to employees from the Office of Human Resources. The BRCC Grievance Form is to be used by all employees seeking resolution to a grievance under this policy. Administrators should not consider a formal grievance unless it is properly made on the official BRCC Grievance Form.

Time Limits

The prescribed time limits must be strictly abided by unless they are extended by mutual agreement between the grievant and appropriate respondent. Failure to adhere to the time limits shall result in the employee waiving all rights under the grievance procedure for the issue(s) alleged in the grievance. Failure of administrative personnel to adhere to the time limits will authorize the grievant to move to the next step of the grievance procedure. However, the time limits described in this policy may be suspended, extended, or altered by the BRCC Chancellor or designee.

VII. POLICY RELATED INFORMATION

[Civil Service Article X, § 1](#)

[LCTCS Policy #6.011](#)

[LCTCS Policy #6.015](#)

[State Civil Service Rule 3.1\(m\)](#)

[State Civil Service Rule 10](#)

VIII. POLICY EXCEPTION

Non-Grievable Issues

It is extremely important that employees know what situations should be handled through the college's grievance and should be handled through the college's grievance and what situations should be handled by a Civil Service appeal, because there are respective time limits to file either a grievance or an appeal. If an employee chooses the wrong method, the employee may find that the time for the correct venue has expired by the time the mistake is discovered.

There is no linkage between the agency grievance procedure and an appeal to the Civil Service Commission. A grievance is handled entirely within an agency, and the Appointing Authority's decision is final. That decision is not appealable either to the Civil Service Director or to the Civil Service Commission.

The following actions are not grievable under this policy:

- A. An allocation or reallocation
- B. The rejection of an application
- C. A determination that an application lacks the minimum qualifications
- D. A suspension without pay; reduction in pay; involuntary demotion; or dismissal of a permanent employee
- E. A non-disciplinary removal of a permanent employee

- F. An employment action or decision that discriminates against an employee because of his or her political or religious beliefs, sex, or race
- G. A layoff of a permanent employee
- H. An employment action or decision that violates Civil Service Rule other than a rule in Chapter 10 (Continuous Performance Management) or the Civil Service Article (Article X, Part 1 of the state constitution)

IX. POLICY HISTORY AND REVIEW CYCLE

This policy supersedes the existing grievance policy, which was initiated on January 20, 2015. This policy shall be reviewed every three years or as required by changes in federal or state laws.

X. POLICY URL

This policy may be accessed on the [BRCC website](#).

XI. POLICY APPROVAL



Willie E. Smith, Sr., Ed.D.
Chancellor

06/17/2026

Date
Effective Date of Policy