



Santa Fe College Rules Manual

Title: **Grievance Resolution for College Employees** **Rule 3.23**

General Authority: FS 1001.64(18)

Law Implemented: FS 1001.64(18)

Effective Date: June 18, 2024

Purpose: To establish parameters for Santa Fe College employees to bring forth and resolve formal and informal disputes and grievances identified within the scope of this rule.

A. Introduction

Santa Fe College expects employees involved in a grievance or dispute to seek resolution of their differences in a courteous, civil, and professional manner. The College will provide both an informal and a formal process. The College encourages, but does not require, its employees to resolve issues at the lowest possible level; for example, if feasible, employees should first use the Informal Resolution Procedure before pursuing a Formal Hearing.

Grounds for problem resolution or grievance procedures exist when a condition or action is alleged to be contrary to a contract, policy, rule, procedure, effective working conditions, or professional standards.

B. Delegation of Authority

The Board of Trustees authorizes the President to establish procedures to implement this rule.

C. Requirements for Procedures

Procedures for disputes and grievances shall:

- i. Offer an efficient process;
- ii. Include formal and informal options for dispute and grievance resolution;
- iii. Encourage collegial dispute resolution;
- iv. Provide due process for dispute resolution; and
- v. Prohibit retaliation against any employee who engages the process in good faith.

The Procedure should define and provide examples regarding which issues are appropriate for resolution under the Informal Resolution and Formal Hearing Procedures, respectively, considering factors such as the effect on the rights of employees and the extensive use of resources required for adjudication. The Procedure should also identify matters outside the scope of the grievance process under this Rule, including but not limited to issues already covered specifically by another College Rule.

D. Exhaustion of Administrative Remedies

College employees seeking resolution of a dispute or grievance covered under this rule must first exhaust the Formal Hearing Procedure set forth in this Rule 3.23 and Procedure 3.23P prior to seeking external judicial review.

Rule History

June 2024 (410.628)
November 1994 (410.178)
October 1994 (410.176)
August 1982 (410.98)