

# Orangeburg-Calhoun Technical College Statement of Procedure

Title: Employee Complaints

Number: 8.002.04

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Department of  
Responsibility: Human Resources

Authorization:

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President

Date Approved: February 11, 2015

Last Revised: January 16, 2018

Last Reviewed: February 16, 2021

## **DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Orangeburg-Calhoun Technical College ("College") provides employees an opportunity to be heard concerning non-grievable complaints in a prompt, fair, and judicious manner when the employee believes that he or she has been subjected to unfair, inequitable, or derogatory treatment, including faculty with academic complaints. While it is incumbent upon all employees to resolve non-grievable disputes amongst themselves or their supervisors in a reasonable manner, this policy shall apply when the matter cannot be resolved without assistance from the College.

This procedure does not cover complaints regarding discrimination, harassment, and grievable actions as defined in SBTCE Policy 8-6-100 and Procedure 8-6-100.1 Grievances and Appeals and Otech Policy 8.004 and Procedure 8.004.01 Non-Discrimination and Anti-Harassment, and Sexual Misconduct.

### STEP ONE--Complaint

If an Employee/Complainant's ("Complainant") attempt to resolve the matter in a reasonable manner is unsuccessful, the Complainant may submit a written complaint to the College's Human Resources Director within fourteen (14) calendar days of the

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action/facts with which the Complainant is concerned. The Human Resources Director will acknowledge the complaint in writing within five (5) calendar days of receipt of the complaint and promptly schedule a conference between the appropriate Vice President, Dean, or other supervisor, and the Complainant.

### STEP TWO--Conference

The conference between the Complainant and the appropriate Vice President or designee, dean, or other supervisor should occur on a date agreeable to all parties involved. The Complainant shall be given an opportunity to present his or her position regarding the complaint and the appropriate Vice President or designee, dean or supervisor may conduct an investigation into the matters complained of. The Vice President or designee, dean or other supervisor shall advise the Complainant of their decision in writing within five (5) calendar days of the conference.

### STEP THREE—Appeal

If the Complainant seeks to appeal Step Two decision, the Complainant must notify the College President or a designee in writing within five (5) calendar days after receiving the Step Two decision. The President or a designee may, after review of the materials and/or information presented during the Step Two conference, promptly schedule and conduct a conference with the Complainant on a date agreeable to the parties. The President or a designee may conduct an investigation to determine whether to accept, reject, or modify the Step Two decision. The President or a designee must advise the employee of the decision in writing within five (5) calendar days of the conference or, if no conference is granted, within five (5) calendar days of the decision to deny Complainant's appeal. This decision shall be the final decision of the College.