

## Board Policies

### ADMINISTRATIVE AFFAIRS

#### 150.00 – EMPLOYEE COMPLAINT POLICY

Cowley College provides its employees with a fair process to present and resolve employment relationship problems or concerns that negatively impact the workplace.

Any employee may bring forward a work-related complaint that is not covered by another policy or procedure. If the complaint is from a faculty member regarding the interpretation or application of the Master Agreement, the faculty member must adhere to the Grievance Procedure guidelines. If the complaint is regarding illegal harassment, discrimination or retaliation, the employee should submit the written complaint directly to the Director of Human Resources.

It may be difficult to adequately and effectively address allegations made if brought forward after significant time has elapsed.

It shall be considered a violation of this Policy for any individual to knowingly file a false or malicious complaint. If the College believes that such a complaint has been filed, the matter will be addressed in accordance with the College's applicable Policies and Procedures.

All information revealed and all discussions held shall be as confidential as reasonably possible within legal requirements and responsibilities, and within limits allowing for the review to occur.

No employee shall retaliate or discriminate against another employee because of an employee's filing of or participating in the review of a complaint. Retaliation includes taking any action which may have a materially adverse impact on the terms or conditions of employment including, but not limited to, increasing discipline, demotion, changes in pay or hours, or material changes in job duties or functioning, if such action is taken because of the employee's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid. Any person believing that retaliation has taken or is taking place should immediately report the matter to the Director of Human Resources.

It is the goal of the College to process all complaints in a timely manner as outlined in **AP150.00 Employee Complaint Procedure**.

Adopted August 10, 2020