

PROCEDURE

A grievance is a claim by an employee that he/she has suffered harm by the interpretation, application, or violation of policies. In the event that an employee who is not covered by a collective bargaining agreement believes that he/she has the basis for a grievance, he/she shall first informally discuss the grievance/complaint with the appropriate administrator within fifteen (15) working days of having knowledge of the event(s) giving rise to the grievance.

If, as a result of informal discussion with the appropriate administrator, a grievance still exists, the grievant may submit a written grievance to the Vice President or designee of the area in which the employee works within thirty (30) working days of the informal discussion with a copy to the Assistant Vice President of Human Resources.

The written grievance, signed by the grievant, shall include:

- a. The nature of the grievance.
- b. The nature and extent of injury or loss.
- c. The results of previous discussion.
- d. The relief sought.

Upon receipt of a grievance, the Vice-President or designee shall conduct an investigation of the event(s) giving rise to the grievance and if necessary meet with the grievant to discuss the grievance. The Vice President or designee shall respond, in writing, to the grievance within ten (10) working days of receipt of the grievance. A copy of the response shall also be provided to the Assistant Vice President of Human Resources.

If the grievant is dissatisfied with the outcome of the Vice President's/designee's decision, he/she may submit the written grievance and all responses to date within thirty (30) working days of receipt of the Vice President's/designee's decision to the President for consideration.

Upon receipt of a grievance, the President or designee shall consider all evidence and documentation regarding the events(s) giving rise to the grievance and if necessary meet with the grievant to discuss the grievance. The President or designee shall respond in writing to the grievance within thirty (30) working calendar days of receipt of the grievance. The decision of the President/designee shall be final and binding. A copy of the President's/designee's response shall be sent to the Assistant Vice President of Human Resources.

The following protocols for processing grievances shall be followed:

- The grievant shall be entitled to have a representative of his/her choosing at any meeting regarding the grievance.
- Every effort shall be made to expedite the resolution of the grievance. However, time limits may be extended by mutual consent of the parties.
- A grievance may be withdrawn at any level by the grievant.
- No reprisals shall be taken against an employee because he/she has filed a grievance.

Please note: In the event an employee wants to report an incident of unlawful discrimination, including sex/gender-based harassment/discrimination or disability status, employees must refer to Policy #2410, Nondiscrimination, Equal Opportunity, and Harassment.

To report an incident of unlawful discrimination, including sex/gender-based harassment/discrimination or disability status, refer to Policy #2410, Nondiscrimination, Equal Opportunity, and Harassment.

- For Title IX Complaints: By submitting the online [Title IX Violation Report](#)
- For Complaints based on Disability Status: By submitting the online [Harassment, Discrimination \(not sex/gender-based\), ADA/504, and Retaliation Complaint Form](#)
- By visiting the Title IX and ADA/504 Coordinator's office located in the Library Building (#3), Suite 002
- By contacting: Eileen Buckle, Title IX and ADA/504 Coordinator
Phone: (732) 255-0400, extension 2944
E-mail: TitleIXCoordinator@ocean.edu or ebuckle@ocean.edu
Postal Mail:
Ocean County College Office of Human Resources
Attn: Title IX and ADA/504 Coordinator
PO Box 2001
Toms River, NJ 08754

The Assistant Vice President of Facilities has been designated as the administrator responsible for overseeing efforts to comply with Title II of the ADA relating to grounds and facilities. Questions or concerns regarding accessibility of grounds or facilities may be submitted to the AVP as follows:

- In person by appointment (call or e-mail to request an appointment)
 - Phone: (732) 255-0400, extension 2066
 - Email: jcalamia@ocean.edu
- By postal mail:
Ocean County College
Attn: AVP, Facilities
PO Box 2001
Toms River, NJ 08754

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