



Policy Name:	Employee Grievance Policy and Procedure				
Section Number:	4.20	Section Title:	Office of the President		
Policy Owner:	Office of the President		Last updated:	August 2025	Reviewed: August 2025
Status:	Active		Due for Review:	August 2030	

Policy Statement

Jones College is committed to maintaining a respectful, fair, and equitable environment for all employees. This Grievance Policy establishes clear procedures to address concerns related to employment conditions, educational programs, interpersonal conflicts, and allegations of discrimination, harassment, or retaliation. The College encourages informal resolution when appropriate and provides a formal grievance process when necessary. This policy applies to all faculty, and staff, and strictly prohibits retaliation against any individual who files a grievance or participates in an investigation.

Grievance Procedure

To begin the grievance resolution process, the College initiates an informal resolution process. Every attempt should be made to address and resolve issues at the earliest stage possible. All grievances must be documented through the submission of Form A to the Office of Human Resources, which serves as the official record initiating the process.

I. Informal Resolution Procedure

Purpose: The purpose of this informal grievance procedure is to provide faculty and staff with a clear and supportive way to raise concerns or complaints about workplace or academic issues. The college encourages open communication, early resolution, and fairness without immediately requiring a formal grievance filing.

Step 1: Direct Communication: Whenever possible, the individual with a concern (the “grievant”) is encouraged to first discuss the issue directly with the person involved.

Grievances may be resolved quickly through respectful conversation. If the grievant is uncomfortable doing this, they may move to Step 2.

Step 2: Mediation or Administrative Assistance: If the issue remains unresolved, the grievant may request an informal mediation session with the help of Human Resources.. The Office of Human Resources may mediate directly or assign a mediator. The mediator's role is to help both parties communicate openly and seek a mutually agreeable solution. Mediation is voluntary.

Step 3: Option to File a Formal Grievance: If the informal resolution process is unsuccessful, the grievant may proceed with a formal grievance procedure.

II. Formal Grievance Procedure

Purpose

The purpose of the formal grievance procedure is to provide a structured and impartial process for resolving concerns that could not be addressed through informal resolution. This process ensures fairness, transparency, and timely resolution.

Step 1: Submission of Complaint

The grievant must notify the Office of Human Resources within five (5) working days of concluding the informal process. The grievance must clearly state the nature of the concern and the relief sought.

Step 2: Formation of Grievance Committee

Once the grievance advances to the formal stage, the Office of Human Resources will notify the President. The President will appoint a Grievance Committee composed of three (3) members and an investigator. The investigator gathers facts, statements, and other information and compiles a report to be reviewed by the Grievance Committee.

Step 3: Scheduling the Hearing

The Office of Human Resources will schedule the hearing no sooner than ten (10) working days after notifying the grievant in writing of the hearing date, time, and location.

Step 4: Conducting the Hearing

At the hearing, the grievant will have the opportunity to present their concerns, testimony, and supporting documentation.

Step 5: Grievance Committee Issues Decision

The Grievance Committee will review all evidence and prepare a written recommendation for

the Office of Human Resources. The Grievance Committee will determine if a grievance has merit. The Grievance Committee may recommend a course of action.

Step 6: Office of Human Resources

The Office of Human Resources will review the written report and recommendation submitted by the Grievance Committee. Human Resources will determine whether to adopt, modify, or reject the Committee's recommendation and will issue a written decision. A copy of the decision will be provided to the grievant and any other appropriate parties.

Step 7: Appeal to the President

If the grievant is not satisfied with the decision issued by the Office of Human Resources, they may appeal to the President by submitting Form B to the Office of the President. The President will review the grievance record, including the Grievance Committee's recommendation and the Human Resources decision, and may request additional information if necessary. The President will issue a written decision within ten (10) working days and provide a copy to the grievant and any other appropriate parties.

JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, ADA Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.

FORM A – STATEMENT OF GRIEVANCE

Send completed Form A to the Office of Human Resources.

Employee Name: _____

Date of Grievance: _____

Contact Information:

- Email: _____
- Phone Number: _____
- Address: _____

Provide all applicable information, including (but not limited to):

- Date of incident
- Other people present at the time
- Policy violated
- Specific details of what occurred to cause the grievance

(You may attach additional pages if needed.)

Signature of Aggrieved Person: _____

**FORM B – REQUESTING HEARING BEFORE THE PRESIDENT
STATEMENT OF APPEAL**

Send completed FORM B to the Office of the President

Grievant Name: _____

Date of Appeal: _____

This form is used to appeal the decision of the Office of Human Resources and not to introduce new complaints or evidence. If the grounds of the original grievance have changed, the employee must file a new Form A with the Office of Human Resources. Using the space below, provide the reason(s) why you are appealing. You may attach additional pages.

Signature of Appellant _____