

POLICY APPROVAL FORM

Executive Summary. (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop the policy.

We created the Student Employee Grievance Procedure because we had no written process for specific work related complaints of student employees. The proposed policy was written by Art Costantino, Vice-President for Student Affairs and Karan Wade-James, Student Employment Coordinator. Supervisors of student employees were mailed a copy of the proposed policy for their comment, the proposed policy was printed in the Cooper Point Journal (student newspaper) and was reviewed by executive staff at the college.

In the procedure student employees are encouraged to first utilize informal resolution. The grievance process includes attempted resolution by the student employment coordinator. Final decision making authority rests with the Vice-President responsible for the student's area of work.

Final review by Assistant Attorney General Janet Fieckelton Date 2/15/95

APPROVAL

Vice-President for Academic Affairs and Provost Brianne Leigh Smith Date 2/13/95

Executive Vice President Thomas A. ... Date 2-15-95

Vice-President for Student Affairs Art Costantino Date 2/10/95

President Janet Jewell Date 2/17/95

Date Policy becomes effective _____