

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE PROBLEM-SOLVING

Effective April 15, 1999

Policy No. 3-31

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- (A) The purpose of this policy is to promote fair, expedient, and equitable treatment, reduce dissatisfaction, and resolve problems at their point of origin for full-time employees (including temporary full-time employees contracted for not less than six months or two quarters and employees working a percentage of full-time on a regular basis) so that constructive, work-producing relationships can be maintained.

- (B) This policy provides for the consideration of employee complaints on matters for which a procedure is not otherwise provided. This policy does not, therefore, apply to disputed employee performance appraisals, sexual misconduct, disciplinary separation from employment, sexual harassment issues, or any aspect of cases involving appeals of promotion or tenure.