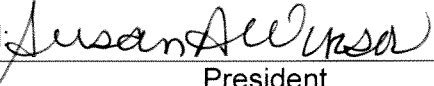


**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title: EMPLOYEE GRIEVANCE AND APPEAL	Policy Number: 3-1-101
Institutional Authority: Vice President of Administrative Services	
Associated SBTCE Policy: 8-6-100	
Associated ATC Procedure: 3-1-101.1; 3-3-121.1	

Approved:   
President

  
Commission Chairperson

Date Adopted: 07/01/2004  
Date Revised: 02/11/2008

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

It is the policy of Aiken Technical College to grant the right to those "covered" employees, as contemplated in S.C. Code Ann. § 8-17-320 (7), to present formal grievance appeals through the State Grievance Appeals Process. This process allows employees to seek redress without fear of restraint, interference, coercion, discrimination, or reprisal. Classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President, attain covered status upon having satisfactorily completed their initial twelve (12) months probationary period. Faculty personnel attain covered status upon satisfactorily completing their initial probationary period of two (2) full academic years duration<sup>1</sup>.

The President fully expects that all employees will abide by and make appropriate use of the policies and procedures herein. Within the college, this grievance procedure is informal in nature and does not become an adversarial procedure until it reaches the South Carolina Employee Grievance Committee.

<sup>1</sup> Reference procedure #3-3-121.1 (Compensation Plan for Unclassified Faculty Personnel) for definition of the faculty probationary period.

Employees who are hired in temporary positions, (either full-time or part-time), adjunct faculty, temporary grant positions, returning retirees or time-limited employees, and those hired in FTE positions who have not yet attained covered status may only file informal complaints to the Human Resources Division regarding matters that are neither grievable nor appealable<sup>2</sup>. Matters arising from alleged acts of discrimination because of race, color, religion, sex, national origin, age, and certain legally defined disabilities may be filed within the College, the South Carolina Human Affairs Commission, or the Equal Employment Opportunities Commission.

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<sup>2</sup> Employees with matters that are neither grievable nor appealable through the formal grievance and appeal policy; and/or employees who have not attained covered status, may only file informal complaints with their Human Resources Director.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		