

### **D.03.03 (Policy) Employee Complaints**

Responsible Department: Talent, Organization & Strategic Innovation

Board Adoption: 4-28-09

Last Board Action: 1-13-10, 9-27-22, 2-24-26

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The College District encourages fair, efficient, and equitable solutions for problems arising out of the employment relationship. The College District encourages informal resolution of employee concerns and complaints whenever possible. In the event an employee's complaint is not resolved informally, the employee may initiate the formal process described in [D.3.3.1](#). The Vice Chancellor for Talent, Organization & Policy shall maintain a formal grievance procedure, which includes a mediation option, to resolve employment disputes. The grievance procedure is available to all, full-time, regular-status College District employees who have successfully completed entry probation.

This Policy and Procedure [D.3.3.1](#), outlining the grievance procedure and the grievance form, shall be made available on the public College District Policy and Procedure web page and on the College District internal SharePoint site for employees.

#### **Retaliation Prohibited**

The College District shall not tolerate any form of retaliation against a person for bringing a concern or complaint or for cooperating with or participating in the grievance process.

Procedure [D.3.3.1](#) Employee Complaints

*Legal Reference - TACC Policy Reference Manual*

DGBA(LEGAL) - Personnel-Management Relations: Employee Grievances