

# From the STUDENT HANDBOOK

## GRIEVANCE PROCEDURE

### A. DEFINITION

1. A grievant shall be defined as a student alleging that some violation, misinterpretation or misapplication of the student handbook policy has actually occurred.
2. The grievant shall receive fair and prompt treatment without fear of reprisal.
3. Except as hereinafter provided, a "day" or "days" shall be defined as a day(s) that the Knox Technical Center is open for business. Failure to comply with the time limits by the grievant shall result in a waiver of the rights granted under this policy. Failure of the administration to comply with the time limits shall advance the grievance to the next level of this procedure.
4. Election of remedies: Upon the filing of a complaint by the grievant or on behalf of the grievant in any court of competent jurisdiction demanding relief upon a matter which is the subject of a pending grievance, such filing shall be deemed a waiver of the rights granted herein, and the grievance shall be deemed dismissed.
5. Forms for processing grievances are available in the handbook and the main Knox Technical Center. The written grievance shall be submitted on the KTC Grievance Form.

### B. PROCEDURE

1. Level One—Instructional Personnel/Supervisor

Any grievant shall first discuss the grievance **within two (3) days of the occurrence** with the immediate instructor/supervisor before a written grievance shall be filed. If the informal discussion does not resolve the grievance to the satisfaction of the grievant, such grievant shall have the right to lodge a written grievance with the Immediate Instructional Personnel/Supervisor **within three (3) business days of the informal discussion**. A copy of such grievance shall be filed with the Knox Technical Center Director.

2. Level Two—Coordinator/Administrator

If Level One does not resolve the grievance to the satisfaction of the grievant, such grievant shall have the right to lodge a written grievance with the Program coordinator/administrator. Failure to file such an appeal within three (3) business days from the receipt of the written notice of the Coordinator's action on said grievance shall be deemed a waiver of the right to appeal.

The written grievance shall be on a form contained in the handbook. A copy of such grievance shall be filed with the Knox Technical Center Director. The grievant shall have a right to request a hearing before the Program coordinator/administrator. The Coordinator/Administrator shall schedule the hearing within three (3) business days after receipt of said grievance. The grievant shall be advised, in writing, of the time, place, and date of the hearing.

The Program coordinator/administrator shall take action on the written grievance within three (3) business days following a grievance hearing. The action taken and the reasons for the action shall be documented and copies sent to the grievant and the Knox Technical Center Director.

3. Level Three—Director

If the action taken by the Program coordinator/administrator does not resolve the grievance to the satisfaction of the grievant, such grievant may appeal, in writing, to the Knox Technical Center Director. Failure to file such an appeal within three (3) business days from the date of written decision from the Program coordinator/administrator shall be deemed a waiver of the right to appeal. The grievant shall have the right to request a hearing before the Knox Technical Center Director. The Director shall schedule a hearing within three (3) business days of receipt of the appeal. The grievant shall be advised, in writing, of the time, place, and date of such hearing.

The Knox Technical Center Director shall take action on the appeal of the grievance within three (3) business days following a grievance hearing. The action taken and the reasons for the actions shall be documented and copies sent to the grievant and Program coordinator/administrator.

4. Level Four—Superintendent

If the action taken by the Knox Technical Center Director does not resolve the grievance to the satisfaction of the grievant, such grievant may appeal, in writing, to the Superintendent. Failure to file such an appeal within three (3) business days from the receipt of the written notice of the Knox Technical Center Director's action on the said grievance shall be deemed a waiver of the right to appeal. The grievant shall have the right to request a hearing before the Superintendent. The Superintendent shall schedule a hearing within three (3) days of receipt of the appeal. The grievant shall be advised, in writing, of the time, place, and date of such hearing.

The Superintendent shall take action on the appeal of the grievance within three (3) business days following a grievance hearing. The action taken and the reasons for the actions shall be documented and copies sent to the grievant, Superintendent, and Knox Technical Center Director.

Note: If the process above does not result in resolution of the issue, the KCCC Board policy goes into effect. Students may also contact the Council on Occupational Education – 7840 Rowell Rd, Building 300, Suite 325, Atlanta, GA 30350 (Phone: 800.917.2081 or 770.396.3898, Web: [www.council.org](http://www.council.org))



# Knox Technical Center

308 Martinsburg Road • Mount Vernon, OH 43050  
Phone: (740) 393-2933 • email: KTCinfo@knoxcc.org

## GRIEVANCE FORM

Date of Incident: \_\_\_\_\_ Grievance #: \_\_\_\_\_  
(To be assigned by KTC Director)

Statement of Grievance:

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Relief Sought:

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| Signature of Grievant(s) | Date |
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(Continued)

**Level One-Instructor**

Date of Meeting (within 3 days of date of grievance): \_\_\_\_\_

Individuals Present: \_\_\_\_\_

Disposition by Instructor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Level Two-Coordinator**

Date of Meeting (within 3 business days of date of Level One meeting): \_\_\_\_\_

Individuals Present: \_\_\_\_\_

Disposition by Coordinator: \_\_\_\_\_

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\_\_\_\_\_

**Level Three-Director**

Date of Meeting (within 3 business days of date of Level Two meeting): \_\_\_\_\_

Individuals Present: \_\_\_\_\_

Disposition by Director: \_\_\_\_\_

\_\_\_\_\_

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**Level Four-Superintendent**

Date of Meeting (within 3 business days of date of Level Three meeting): \_\_\_\_\_

Individuals Present: \_\_\_\_\_

Response of Grievant: \_\_\_\_\_

Disposition by Superintendent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                             |      |
|-----------------------------|------|
| Signature of Superintendent | Date |
| Received by Grievant        | Date |

Note: For grievances not resolved at the institutional level you may contact the Council on Occupational Education:  
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 – [www.council.org](http://www.council.org) - 1-800-917-2081 or 770-396-3898