

# Chapter 132C-285 WAC

## GRIEVANCE PROCEDURES

### WAC

132C-285-010 Grievance procedure.

**WAC 132C-285-010 Grievance procedure.** Any enrolled student or employee of Olympic College who believes he/she has been discriminated against on the basis of a handicap may lodge a formal institutional grievance by:

(1) Step 1: Informal meeting—Requesting an informal meeting with the individual believed to have committed the discriminatory act in an attempt to informally resolve the concern.

(2) Step 2: Official hearing—If not satisfied by the results of the informal meeting, the complainant may request in writing, stipulating a specific grievance(s), a meeting with the college handicap representative (administrative assistant to the president). Within thirty calendar days of receiving a written request, the handicap representative will have arranged a meeting and reported the findings, in writing, to both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the handicap representative will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the handicap representative who will chair the meeting.

(3) Step 3: Presidential appeal—If the complaint is not resolved as a result of the hearing conducted by the handicap representative, either the complainant or the person to whom the complaint is directed may request an appeal to the college president in writing within ten calendar days after receiving the written results of the official hearing. Within fifteen calendar days after receiving a written request, the college president or his designee will conduct a presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(a) The college president or his designee, the handicap representative, the complainant, and the person to whom the complaint is directed, shall attend the presidential appeal hearing. The college president or his designee shall preside.

(b) Either the complainant or the person to whom the complaint is directed may have a reasonable number of witnesses present.

(c) The written findings of the presidential appeal will be considered final. No further intrainstitutional appeal exists.

This procedure is not applicable to applicants for admission or employment.

[Statutory Authority: RCW 28B.50.140(13), 78-02-062 (Order 16), § 132C-285-010, filed 1/23/78.]