



	4.10
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4.10.01 Grievance Procedures	Reviewed: October 12, 2010 April 10, 2018
	Revised April 10, 2018

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A student, employee or community member should notify the College’s Director of Human Resources, who has been approved by the President as this institution’s Complaint Manager, if he or she believes that the Board of Trustees, its employees or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, Board Policy or has a complaint regarding any applicable State or federal law or regulation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the College will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, days means days on which the College’s main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with the Complaint Manager. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint. The Complaint Manager shall assist the Complainant as needed.

