

ALTERNATIVE DISPUTE RESOLUTION AND GRIEVANCE PROCEDURES

Policy Number: 417

Categorized: [Human Resources](#)

Responsible Office: Human Resources

Subject: Resolution of workplace concerns

Related Policies:

Procedures: [417P](#)

Additional Information:

Effective Date: 07/18/2019

Last Reviewed Date: 04/21/2020

1. Scope

This policy applies to all full-time teaching and administrative/professional faculty. Adjunct faculty may access the procedure through Step 2: Dispute Resolution.

2. Policy

Northern Virginia Community College is dedicated to a policy which provides that all workplace matters will be handled fairly and equally, without regard to race, color, sex, age, religion, disability, national origin, marital status, veteran status, political affiliation, sexual orientation, gender identity or other non-merit factors.

It is the policy of Northern Virginia Community College and the Virginia Community College System to provide fair and orderly procedures to resolve faculty workplace matters whether they are informal concerns, semi-formal complaints, or unresolved disputes that result in formal grievances.

The VCCS has established a three-step Alternative Dispute Resolution (ADR) Procedure to resolve workplace all workplace matters whether they are informal concerns, semi-formal complaints, or unresolved disputes that result in formal grievances.

- Step 1 – Informal Concerns Procedures
- Step 2 – Dispute Resolution (Semi-formal)
- Step 3 – Formal Grievance Process

It is expected that the vast majority of workplace concerns will be resolved informally. When informal procedures are followed but issues remain unresolved, semi-formal procedures will typically address

these atypical matters. After informal and semi-formal procedures are followed and exhausted, the few remaining concerns will move to a formal grievance.

Discrimination, Retaliation, or Protected Activities

When the matter at hand is related to equal opportunity or legal considerations such as discrimination, retaliation, harassment, or whistleblowing, the complainant may bypass normal alternative dispute resolution procedures. In accordance with DHRM and VCCS policies, such matters will be investigated and addressed in accordance with all relevant policies and laws.

3. Definitions

Alternative Dispute Resolution (ADR): any procedure, agreed to by the parties of a dispute, in which they use the services of a neutral party to assist them in reaching agreement and avoiding litigation. The goal of ADR is to provide a forum for the parties to work toward a voluntary, consensual agreement, as opposed to having a judge or other authority decide the case.

4. Procedures

See [417P](#)

5. Authority

VCCS Policy 3.13 Alternative Dispute Resolution and Grievance Procedures