

## **GRIEVANCE FIRST LEVEL APPEAL, SECTION IV.F.10 – NOTICE AND COMMENT**

Grievance procedures were last updated on **February 15, 2016**. These procedures were posted for public comment at <http://www.lonestar.edu/proposed-policies.htm>. The notice and comment period was open to the public from January 6, 2016, through February 5, 2016. Commenters anonymously submitted comments to [LSC-ProcedureFeedback@lonestar.edu](mailto:LSC-ProcedureFeedback@lonestar.edu). The College received a total of two comments, both are detailed below.

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**Comment 1:** Commenters highlighted that the Employee Grievance and Review Process policy can be difficult to find. Commenters suggested adding additional links and resources, via myLonestar or employee intranet, to help new employees easily find guidance through this process.

**Response 1:** The Office of the General Counsel will work closely with External Affairs and the Office of Technology Services to post Board Policies, including the Employee Grievance Review and Process, in accessible sites. Board Policies are currently found at <http://www.lonestar.edu/policy.htm>. We will add links to the Board Policy in myLonestar and the Employee Intranet.

**Comment 2:** Commenters were concerned that under procedure 4(a) a mediator would not be allowed to issue a written decision regarding the outcome of a mediation session. Commenters were concerned that this could lead to misunderstandings regarding the outcome of the mediation session.

**Response 2:** We understand and appreciate the concern that without a written document misunderstandings can occur. A successful 4(a) process, however, requires informality. This includes the ability of the parties to openly discuss their issues without the need to enter into a written agreement. We are confident that offering parties an open forum, without the formality of written agreements, will encourage successful conflict resolution. If practice proves otherwise, we will update these procedures accordingly.

*Comments were considered and incorporated, if applicable, into the published procedures.*