



At-Will Employment and Employee Complaint Resolution Policy

Employee

Effective Date: November 19, 2018

Approved Revision Date: November 19, 2018

- (1) **Employment at Will.** Dixie Technical College is an at-will employer, meaning that either the college or the employee, with or without notice and with or without cause, may terminate employment at any time. This policy, any process or procedure for resolving employee complaints, or any training offered or steps taken to correct behavior or improve performance shall not create any expectation of continued employment.
- (2) **Complaint Resolution.**
 - (a) Other than complaints which fall under Dixie Technical College's Anti-Harassment/Discrimination Policy, employees who are initiating a complaint related to any provision or policy concerning the terms and conditions of their employment must discuss the issue with their immediate supervisor or next level of supervision within seven working days of the incident in an attempt to resolve the problem.
 - (b) If a satisfactory resolution is not reached, the employee may complete an "Employee Complaint Form," attach relevant documentation, and submit the items to the Human Resources Officer within seven working days after the discussion with their supervisor.
 - (c) Upon receipt of the form, the Human Resources Officer or a person designated by the College President may, in his or her sole discretion:
 - (i) Review the submitted documentation, and gather such other information as he or she determines to be appropriate, and
 - (ii) Issue a recommendation to the College President's Executive Team. If no recommendation is made, the matter is concluded.
 - (d) If such a recommendation is received, the College President, on behalf of the Executive Team, shall issue a final decision, which concludes the matter.