

Imperial Valley College

Employee Conflict Resolution Form

The purpose of the following procedure is to establish an internal process for employees to express and work towards resolving issues, with any employee of the District, in a fair and timely manner. For issues that are related to a unit member's collective bargaining agreement (grievances) or complaints of discrimination / harassment, please refer the employee to the human resources office for the appropriate documents and procedure.

Issues excluded from this conflict resolution process:

1. Sexual harassment, sex discrimination or disabled discrimination complaints. For these concerns, employees need to be referred to the appropriate procedures as outlined in the District Policy for Handling Discrimination Complaints.
2. Pay and benefits disputes.
3. Contract grievances.

Informal Conflict Resolution Procedure:

Conflicts happen at work. While the district strives towards facilitating a work environment that is conducive to productivity, teamwork, and civility – disagreements are inevitable. When conflict arises or

Step 1:

The completed Employee Conflict Resolution form must be submitted to the Human Resources Office. Upon receipt of the form, the CHRO will appropriately forward a copy of the complaint form through the proper chain of command. If the complain