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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: APPEAL PROCEDURE FOR NONREPRESENTED
EMPLOYEES

Code: CC1600

Policy Reference: C0505, Nonrepresented Employee Contracts; C0506, Leave for
Nonrepresented Employees; and C0507, Summary of
Nonrepresented Employee Benefits

Milwaukee area Technical College follows an orderly, systematic, and timely procedure for resolving the matters of personal dissatisfaction and concern of its nonrepresented employees.

1. If a nonrepresented employee has a concern in need of resolution, it should verbally be presented to the immediate supervisor. The supervisor will attempt to resolve the matter and provide a verbal response.
2. If the verbal response does not resolve the matter, the concern may be presented in writing to the immediate supervisor. The immediate supervisor shall provide a written response.
3. If the written response of the immediate supervisor does not resolve the concern, the employee may appeal the resolution to the division head. S/he will conduct a discussion on the matter and respond in writing.
4. If the concern remains unresolved after a discussion and written response from the division head, a written appeal may be made to the president. The president will conduct a discussion on the matter and will provide a written response. The president's decision shall be final.

NOTE: This procedure does not cover contract non-renewal appeals. See Policy C0505 for procedures regarding contract nonrenewal.

Approving Authority:

Vivian Joyner
Associate Vice President, Human Resources

Date: 3/1/00