

Changes to the Kentucky Wesleyan College Employee Handbook since October 2024

The annual revision of the handbook was posted on October 3, 2024. It incorporates changes made in the previous year (without the dated notations) and may include minor changes for clarity, style, and readability.

EMPLOYEE SUGGESTIONS AND GRIEVANCES - revised 10/08/2024

Employees should discuss suggestions and concerns with their supervisor. Many suggestions can be implemented and concerns addressed with open communication between the parties involved.

Employees with complaints, grievances, or other issues should attempt to resolve them at the lowest practical level. An employee who identifies an issue and is unable to resolve it themselves, should present the issue to their supervisor, preferably in writing, with information and details about it. If the issue is with the supervisor, the employee should present it to the next higher level of management (i.e., the supervisor's supervisor). If the next higher level of management is also part of the issue, the employee should present it to the next higher level of management or the Director of Human Resources. Please consult the college's organizational chart for questions about reporting structure. Employees must follow the college's organizational hierarchy (i.e., chain of command) except when the supervisor is involved or there are other reporting procedures in place (e.g., sexual harassment). Issues will be handled on a case-by-case basis [revised 10/08/2024].

Faculty members may also file a grievance according to the Grievances, Hearings, and Appeals section in the KWC Faculty Handbook.