

**BP4200 COMMUNICATIONS/GRIEVANCE PROCEDURE FOR CLASSIFIED
AND EXEMPT STAFF**

4200.1 COMMUNICATION POLICY

It shall be the policy of Big Bend Community College to encourage open communication between employees and their supervisors. Supervisors are directed to facilitate two-way communication. The communications process shall emphasize the use of the chain of command beginning with immediate supervisor, to resolve questions or misunderstandings.

4200.2 THE OPEN DOOR POLICY

Employees are encouraged to communicate through the chain of command. If an employee has a problem, suggestion, or questions that cannot be resolved through the chain of command or addressed through the chain of command, said employee has access to the College President. This open door policy will be maintained throughout the chain of command. An employee may request an appointment with the President at the President's convenience. A meeting between the employee and the College President will be scheduled as soon as practical. If such a meeting bypasses established processes for the resolution of grievances, the President may decline to meet with the employee.