

The College will actively investigate any allegations of conflict of interest by faculty, staff, or officers, and if it is determined that conflict of interest has occurred, will take prompt and appropriate corrective action. Anyone who believes that conflict of interest has occurred is expected to report such conduct promptly under appropriate operational procedures.

GRIEVANCE PROCEDURE

A grievance is defined as any real or imagined feeling of personal injustice, which an employee has concerning employment relationship.

When a grievance procedure is initiated by faculty/staff, they are recognizing the authority of the College and are voluntarily submitting themselves to College channels and authority in the search for the solution to their grievance. Therefore, any legal process throughout the duration of this procedure would be out of harmony with this objective.

1. When employees have grievances they should discuss the issues with their immediate supervisor.
2. If employees are not satisfied with the response of this person they may seek assistance through the normal line of authority or from the officer responsible for personnel matters.
3. If employees are still not satisfied they may take their case to the Chair of the Grievance Committee for full investigation. The Committee should make a recommendation to the President's Cabinet.
4. If employees are still not satisfied they may request that their problems be considered by the officers of the College or the President's Cabinet and may request to meet with the Cabinet to present their position.
5. If the grievance has not been resolved at this point, employees may request that the Executive Committee consider their case. The faculty/staff must present their position in writing to the Committee at least fourteen days before the date of the meeting. They may request to appear before the Committee to present the statement. The decision of the Executive Committee is final and binding.

DISCIPLINARY PROCEDURES

There are four steps of recourse available to the administration whenever the policies, regulations, and guidelines of the College are ignored or violated:

1. Oral reprimand
2. Written reprimand

3. Suspension

4. Dismissal

The President may suspend a member of the faculty/staff for gross neglect of duty or misconduct calculated to injure the reputation of the College. The following reasons for suspension may also be interpreted under the foregoing:

1. Gross neglect of duty
2. Misconduct calculated to injure the reputation of the College
3. Incompetence
4. Illegal possession and/or misuse of drugs
5. Sexual misconduct including sexual offenses under BVI law and sexual harassment as defined in these Guidelines
6. Violation of work rules as laid down by management
7. Falsification of records
8. Gross insubordination
9. Breach of confidentiality
10. Conflict of interest
11. Discrimination of any kind whether sexual, racial, philosophical, or otherwise.
12. Dishonesty.

DUE PROCESS

Oral Reprimand

Oral reprimands shall be presented with high regard for minimizing embarrassment to the employee before other employees or the public. The immediate supervisor should notify the officer responsible for personnel matters in writing that an oral reprimand was issued to an employee, and the reasons why. Should an oral reprimand fail to eliminate the cause of such reprimand, a written reprimand may be issued.

Written Reprimand

Written reprimands made by an immediate supervisor shall be made known to the officer responsible for personnel matters in writing. When approved by the officer responsible for personnel matters this letter shall be placed in the employee's personnel file. Written reprimands may be followed by an employee's request for an appointment with the immediate supervisor, which in all instances shall be honored by the immediate supervisor.

Suspension

Forthwith upon such suspension of a member of the faculty/staff from the pursuit of assigned duties, the President shall report the same and the circumstances thereof in writing to the Chairman of the Board of Governors. Within seven days of the receipt of the President's report, the Chairman of the Board shall summon a meeting of the Board to inquire into and adjudicate upon the matter.

Dismissal

The Board may dismiss any member of the faculty/staff appointed to a post on the permanent staff of the College subject to the following conditions:

- (a) such member shall be given due notice that his/her dismissal is under consideration together with a statement of the charges alleged against him/her;
- (b) such member shall be given an opportunity to defend himself/herself against any such charges.

In cases where any member of the faculty/staff is appointed and employed under written contract of service, the terms of such contract in relation to the termination thereof shall have effect. Should employees be dismissed, they will be given benefits in conformity with the existing laws of the Virgin Islands or as stipulated by contract. The President shall issue a letter of dismissal. Exit interviews shall be conducted whenever possible.

- All forms of leave herein outlined hold valid for all employees of the College unless where individual short term contracts otherwise specify.