

H. Grievance Procedures

All grievances regarding wages, type of training, or any other matter experienced while on-the-job are to be brought before your JATC. Fellow workers can do nothing for you, nor are they authorized to. Any grievances you may have should be brought to the attention of the JATC in a timely manner. This can be done by notifying the PTTC staff.

If any student feels that they have been unfairly treated by the Director of Training or anyone else acting under the authority of the JATC, he or she may appeal to the Committee Members of the JATC. A written appeal should be filed with the JATC within thirty (30) days of the action in question. If a personal appearance before the JATC is desired, that request should be made as part of the written appeal. The JATC will conduct its own review and will give full and fair consideration to any matter brought to its attention in the appeal. A written decision will be issued by the JATC within sixty (60) days of its receipt of the complaint, if at all possible.

If dissatisfied with the action of the JATC, a student apprentice may further appeal any action of the JATC to the Division of Apprenticeship Standards, or to the Foothill-De Anza Community College District, to the attention of the Director, Legal Affairs, and Compliance & Training.

In matters where the student believes that JATC has violated its enrollment agreement or other administrative issues, students may register a final appeal with: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (770) 396-3898, www.council.org.

The complaint procedure provided herein is not meant to supersede the right of any person to file a complaint with any State or Federal agency, or to file a grievance under any labor agreement, with regard to issues of harassment or discrimination. However, this procedure is available and should be used to assist the PTTC to maintain a harassment and discrimination free working and learning environment for everyone.