

## 1.0 Problem Resolution Process

- 1.1 The first step to problem resolution should be an informal conference between the employee and the immediate supervisor. If this fails to resolve the problem, such a conference should be held with the employee, the immediate supervisor, and the College President for Los Rios Community College District College employees or the Chancellor, or applicable Vice Chancellor, for District office employees. Alternatively, an employee may present a problem to the Associate Vice Chancellor, Human Resources. An employee supervised by the Associate Vice Chancellor, Human Resources may present a problem to the Vice Chancellor, Finance and Administration.
- 1.2 If the problem is not resolved through informal discussion meetings, the employee may begin, within thirty (30) days of the occurrence of the problem, an administrative review of the problem by detailing the areas of concern in writing and presenting this notice to the supervisor.
- 1.3 The supervisor shall forward the notice through the appropriate College President or Vice Chancellor to the Chancellor. The Chancellor's review of the problem shall conclude the administrative review process. The Chancellor may request a meeting with the affected employee.

---

LRCCD

Adm. Regulation Adopted: 2/21/78  
Adm. Regulation Revised: 2/18/81; 6/16/82; 10/26/98; 1/26/15  
Adm. Regulation Reviewed: 1/26/15  
Board Policy: [P-9321](#)