

POLICY LIT.1.12 GRIEVANCES

SCOPE: Faculty and Staff

1. Employees with a work-related issue are encouraged to discuss the issue through the chain of command. If the issue cannot be resolved through this informal process, the employee may file a grievance.
2. Every employee of Lamar Institute of Technology (LIT), individually or through a representative that does not claim the right to strike, is entitled to present grievances concerning such individual's wages, hours of work, or conditions of work to the President or the President's designee. Such grievances shall not involve formal hearings and the decision made by the President or the President's designee shall be final.
3. Dismissals may not be grieved unless the employee can present factual allegations that the decision to dismiss constitutes violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States.
4. For all matters involving sexual misconduct, the Texas State University System Sexual Misconduct Policy controls.

4.1. Title IX contact:

Monica Ryan
Title IX Coordinator
409.880.8163
TitleIXOffice@lit.edu

5. Claims of discrimination should be made directly to Human Resources. If Human Resources finds that the grievant has established a prima facie case of discrimination, they shall provide the administration an opportunity to respond to the claims and determine whether the administration has stated a nondiscriminatory reason for the decision. A prima facie case is one presenting facts or documents that, so far as can be judged from first disclosure, would create a presumption of validity in the absence of response, contradiction or rebuttal by LIT. Unsubstantiated allegations shall not be sufficient to establish a prima facie case. The President or his or her designee shall make the final decision regarding a grievance involving an allegation of discrimination.

5.1. Human Resources contact:

Stephanie Corley
Human Resources Manager
409.981.6824
hr@lit.edu

6. The college will guarantee that personnel subject to these rules shall be afforded fair, equitable, and expeditious hearing of matters of grievance without fear of coercion, discrimination, or reprisal because of exercising the right of request for redress from grievance.

Related Procedures:

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents: TSUS Rules and Regulations, Chapter 5
Component Employees, 2.14 Grievances

Relevant Statutes:

Relevant SACSCOC Standards: 6.4

Document History:

Adopted:

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