

Personnel - All EmployeesGrievance Policy**Staff Grievance Policy**

School employees are encouraged to solve difficulties and problems within the school or department in which they are employed. In the event that a difficulty or grievance cannot be settled within the school or department, the employee is encouraged to bring the matter to the attention of the District administrator who oversees their department.

This grievance procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to grievance, and to guarantee orderly succession of procedures within which solutions may be pursued. School personnel are encouraged to ask their immediate supervisor for assistance on any matters that relate to their duties. It will be incumbent upon all district employees to follow these procedures to settle their grievances.

Within this general framework, the following specific purposes are to be served by this grievance procedure:

1. To ensure that a complaint is considered fairly, with all due speed and without prejudice or reprisal to the aggrieved person.
2. To encourage employee expression regarding work conditions that affect him or her.
3. To provide a specific procedure that will facilitate the understanding of district policies that affect employees.
4. To build confidence in the sincerity and integrity of the procedure as a means to establish the facts upon which a grievance is based and a fair conclusion is reached.

Complaints Grievance Procedure

The District's grievance procedure is the channel of appeal which shall be used by employees to seek just and productive solutions to employee and policy conflicts. Employees who are aggrieved by the actions and decisions of supervisory staff, other employees, or the effects of District policy, shall seek solutions through the following procedures:

STEP #I

1. Informally present and discuss your grievance matter with your immediate supervisor.
2. If the grievance matter is not resolved to your satisfaction, state your grievance in writing to your immediate supervisor.
3. The immediate supervisor shall provide you with a written decision and reasons within five (5) work days after receiving your written grievance.

STEP #II

1. If the grievance is not resolved to your satisfaction, appeal your grievance to the principal or next ranking supervisor (follow the chain of administrative organization) within five (5) work days.
2. Present your written grievance statements and accompanying documents to the next succeeding supervisor in charge.
3. The supervisor receiving your written appeal shall arrange a review conference with the employees involved within five (5) work days.

4. The receiving supervisor shall provide the involved parties his/her written decision within five (5) work days following the review conference.

STEP #III

1. If your grievance remains unresolved to your satisfaction, file a written appeal with the Superintendent of Schools.
2. Provide the Superintendent with all documents from the preceding procedural steps.
3. The Superintendent shall hold a review conference with the parties involved within five (5) work days after receipt of a grievance appeal.
4. The Superintendent shall provide his/her written decision and reasons to the involved parties within five (5) work days after the review conference.

STEP #IV

1. If your grievance remains unresolved, appeal in writing to the Board of Education by giving notice to the Board President.
2. Provide the Board President with all written documents from the preceding steps of the appeal process.
3. The Board President shall arrange a conference with the board and all involved parties after receiving the written appeal request as soon as practical but not later than the next regular Board meeting (unless the appeal request is received within three (3) days of the next regular Board meeting, in which event the conference shall be held at the next following regular Board meeting).
4. After the conference the Board President shall provide to all parties the written decision of the Board of Education as soon as practical. The decision of the Board of Education shall be final.

STEP #V

When an employee grievance matter concerns employment conditions covered in the current board/teacher representative written negotiated agreement, the employee may appeal a Board decision to the Commission of Industrial Relations.

Any claimant shall be entitled to representation of his/her choice when a grievance claim is appealed through the procedure of the Board of Education.

CONDITIONS AND LIMITATIONS OF GRIEVANCE PROCEDURE

1. A grievance against actions and decisions of an immediate supervisor – Begin procedure at Step #1.
2. A grievance against the actions and decisions of a principal – Begin procedure at Step #II.
3. A grievance against the actions and decisions of Superintendent – Begin at Step #III.
4. A grievance against the actions and decisions of the Board of Education – Begin at Step #III.
5. A grievance against another non-supervisory employee – Begin at Step #II.
6. A grievance resulting from the interpretation of policies in the District's policy manual – Begin at the supervisory step of the individual making the interpretation.
7. A grievance which is created by the correct administration of District policy – Begin at Step #III.

Filing of Complaint

A complainant must file a complaint within thirty (30) days after the event or action which the complaint is based upon.

Misuse of Procedure

Repeated use of the grievance procedure through Step #IV for frivolous and unsupported reasons will result in disciplinary action by the Board of Education. Only the Board of Education shall make this determination.

Employee complaints not channeled through this communications procedure will be handled as malicious gossip and petty gripes and may cause the employee to be charged with unprofessional conduct and/or insubordination.

Grievance Procedure Conditions

It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process.

Staff who seek to appeal the decision of any supervisor shall notify the supervisor in writing of their action seeking to appeal the decision or actions.

Date of Adoption: [Enter Date]

Grievance Policy Appeal Form

Name _____ Assigned Building _____

STEP #I – Initial Completed Steps

- ____ 1. I have informally discussed my concern with my immediate supervisor on: _____ Date _____.
- ____ 2. My problem was resolved.
- ____ 3. I have stated my problem to my immediate supervisor in writing.
- ____ 4. I have received the written decision and reasons from my immediate supervisor.

STEP #II – Initial Completed Steps

- ____ 1. I seek to appeal the decision and actions of my immediate supervisor as a grievance.
- ____ 2. I have provided my written grievance statement and immediate supervisor's written decision to (Name) _____.
- ____ 3. A Step #II conference was held with the following supervisors and personnel present at the review conference. _____.
- ____ 4. I have received the written decision and reasons from (supervisor) _____.

USE THIS SECTION IF ANOTHER SUPERVISOR IS INVOLVED IN THE APPEAL PROCESS – Initial Completed Steps

- ____ 1. I seek to appeal the decision and action of supervisor _____ to supervisor _____.
- ____ 2. I have provided Supervisor _____ with my written grievance and the preceding decisions.
- ____ 3. A review conference was held on (Date) _____ with the following Supervisors and personnel present at the conference. _____.
- ____ 4. I have received the written decision and reasons of supervisor _____.

STEP #III – Initial Completed Steps

- ____ 1. I seek to appeal the decision and actions of Supervisor _____ to the Superintendent of Schools.
- ____ 2. I have provided the Superintendent with all written documents from previous appeal steps.
- ____ 3. The Superintendent has held a review conference on date: _____ with the following supervisors and personnel present: _____.
- ____ 4. I have reviewed a written copy of the Superintendent's decision and reasons.

STEP #IV – Initial Completed Steps

- ____ 1. I seek to appeal the decision and actions of the Superintendent of Schools.
- ____ 2. I have provided written documents of each step of the appeal process to the president of the Board of Education.
- ____ 3. The Board of Education granted me an appeal hearing on date: _____.
- ____ 4. I have received a copy of the Board's decision and actions.

STEP #V – Initial Completed Steps

- ____ 1. I seek to appeal the decision of the Board of Education to the Commission of Industrial Relations.

The aggrieved employee shall initial each item completed in the appeal process and sign at that step they feel the matter was satisfactorily resolved. The supervisor resolving the grievance matter shall keep the appeal form on file.