

**GRIEVANCE PROCEDURES  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation governs the processing of employee complaints in this school district.

1. Any employee of this school district who wishes to file a grievance against another employee of the district may file a written complaint with the superintendent. The grievance shall set forth the circumstances of the incident and the identity of the employee(s) involved.
2. The superintendent shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be furnished to the grievant.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent, the grievant may request a hearing by the grievance committee.
5. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request. Both the grievant and the person against whom the complaint was made may be represented by legal counsel at the hearing.
6. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to the superintendent.
7. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
8. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.
9. If the grievant's complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedure; of this district. Such termination procedures are set forth elsewhere in this policy manual or may be obtained from the office of the superintendent.