

**EMPLOYEE GRIEVANCES
(PROCEDURE)**

In accordance with the policy of the board of education, this procedure sets forth the necessary steps to follow in registering and processing a grievance with the school district.

Definitions:

A grievance is a complaint by a district employee alleging a violation or misinterpretation of any district policy or regulation directly and specifically governing that employee's terms and conditions of employment.

A grievant or a complainant is any employee of this district filing a grievance.

Terms and conditions of employment means the hours of employment; the compensation, including fringe benefits; and the district's personnel policies which affect the employee.

A day means any day in which the schools are in operation.

Immediate supervisor is the lowest-level administrator having supervisory authority over the grievant.

The following steps will be used in presenting a complaint or grievance:

Step #1 The complainant must present the complaint orally or in writing to the complainant's immediate supervisor. The supervisor will attempt to resolve any issue within his or her authority and area of responsibility .

Step #2 If the complaint cannot be resolved by the complainant's immediate supervisor, the complainant must present in written form within ten days (two working weeks) the complaint to the grievance officer. The superintendent shall appoint a grievance officer. (Use Grievance Report Form A.)

Step #3 The grievance officer has a working week (five days) in which to investigate and respond. (Use space provided on the Grievance Report Form A.)

Step #4 If not satisfied, the complainant may appeal within ten days (two working weeks) to the Superintendent or his designated officer. (Use Appeal Form B.)

Step #5 The superintendent, or his designated officer, must respond to the appeal within five days (one working week). (Use space provided on the appeal Form B.)

Step #6 If the complainant is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the board of education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal Form C.) Board hearings shall be conducted so as to accord due.