



COMPLAINTS AND GRIEVANCES

A grievance is a formal complaint that school district employees can file with the district. The grievance process is an internal dispute resolution system in which an employee can address a problem or concern by filing a written complaint and being heard at each level of the district's administration. A grievance is primarily a means for employees to get the attention of their administration to ensure that problems are noticed and to give the district an opportunity to deal with those problems.

Any employee who wishes to file a grievance must complete the Grievance Form. Grievance Forms for Level One requests should be submitted to the employee's principal or department head. Grievance forms for Level Two and Level Three requests should be submitted directly to the Superintendent's office. All grievances will be processed in accordance with policies **GAE**.

Procedures for Resolving a Grievance

- I. Complete Level One Grievance form and submit to the Principal or Department Head.
- II. Upon written receipt, the Principal and/or Department Head has 3 days to respond to grievant.
- III. If not satisfied with decision, within 3 days, complete the Level Two Grievance Form and submit to the Superintendent.
- IV. Upon written receipt, Superintendent has 5 days to respond to grievant.
- V. If grievance is not resolved with Superintendent, complete the Level Three Grievance Form.
- VI. All School Board decisions are final.

Tunica County School District
Employee Grievance Form
Level One

Complete this form in accordance with District policy GAE. Incomplete forms or forms without specific reasons you were aggrieved will not be considered. Submit your Level One complaint to your campus principal or immediate supervisor.

Name _____ Position/Campus _____

Incident Date _____ Form Submission Date _____

Write a detailed description with supporting documents attached. Use additional pages if needed.

Explain your efforts to informally resolve the matter and your suggested resolution.

Employee Signature

Date Submitted

Supervisor Signature

Date Received

