



GRIEVANCES

Any employee who feels that he/she has been treated in an unprofessional manner or adversely affected by a violation of a policy may file a grievance with his/her immediate supervisor. A careful investigation shall be made by the supervisor to see if it is valid and if there is a way to resolve the situation.

Formal grievances have two basic criteria that must be met before they can proceed under the grievance policy:

1. An action must be taken that affects the employee.
2. That action must have a substantial adverse affect on the employee's working conditions and/or effect the employee's employment rights.

An action is defined as:

1. Violation, misinterpretation, or misapplication of existing board policy, administrative rule, or administrative procedure.
2. Unprofessional conduct directed towards the grievant or impugning his/her good name or professional reputation.
3. A change in a recognized administrative practice which has been consistently followed for at least one calendar year which imposes a hardship on the grievant.

Grievances will not include matters dealing with:

1. Promotions or voluntary transfers (unless a board policy or procedure has been violated or misinterpreted)
2. Involuntary transfers or matters covered under the applicable state law.
3. Alleged violations of state or federal law or existing court orders.

All grievances shall be handled in accordance with the following procedure.

Step I

The complaint shall be presented in writing to the principal within ten (10) calendar days after the most recent incident upon which the complaint is based. Any witness or other evidence

should be provided at this time. The administrator will conduct an investigation and render a written decision within ten (10) calendar days of the filing of the complaint. If the grievance is not submitted within the time prescribed, the complainant shall be deemed not to have any further right with respect to said grievance.

Step II

A complainant dissatisfied with the decision of the principal may appeal to an administrative officer designated by the Superintendent. Step II of this procedure may be eliminated if no designee has been appointed by the Superintendent. If Step II is used the complainant may appear alone or may be accompanied by a fellow employee of his/her choice or another individual of his/her choice other than a member of the legal profession. This request must be filed within ten (10) calendar days after the complainant receives the decision from the principal. Notice of the conference shall also be given to all parties involved in the alleged grievance. The administrative officer designated by the Superintendent will render a written decision within ten (10) calendar days after the meeting. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the complainant shall have no further right with respect to said grievance.

Step III

A complainant dissatisfied with the decision of the administrative officer may appeal to the Superintendent of the Selma City Schools Board of Education. A written request must be filed within ten (10) calendar days after the complainant receives the decision from the administrative officer. A copy of the Step III appeal, together with Step I and Step II decisions and the name of the accompanying fellow employee, if any must simultaneously be submitted to the Superintendent. The Superintendent shall schedule a meeting with the complainant within ten (10) working days to attempt to resolve the grievance. Notice of the Step III conference shall be given to the complainant, as well as to the individuals who rendered the Step I and Step II decisions. The Superintendent shall issue a written decision with ten (10) working days after the meeting with the employee. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the complainant shall have no further right with respect to said grievance.

Step IV

A complainant dissatisfied with the decision of the Superintendent may appeal to the Selma City Board of Education by filing a written request to the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Superintendent. A copy of the Step IV appeal, together with copies of the grievance, the Step I, Step II, and Step III decisions, and the name of the representative of the complainant, if any, must simultaneously be submitted to the Superintendent. The complainant's appearance to present his/her appeal before the Board will be scheduled in accordance with regular procedures adopted by the Board. The complainant may appear alone at this meeting or be accompanied by counsel of his/her own choice. The Board shall issue a written decision within thirty (30) days after the meeting with the complainant.



Grievance Form

Step I – Step IV

Employee's Name _____ Location _____

**STEP I
ALLEGED GRIEVANCE**

Date of Alleged Grievance: _____ Time: _____ Location: _____

Nature of Alleged Grievance:

Name of Immediate Supervisor: _____

Signature of Employee
Supervisor

Date Grievance Submitted to

To be submitted to immediate supervisor no later than ten (10) working days after the date on which the alleged violation occurred.

DISPOSITION OF GRIEVANCE

Date Grievance Received by Immediate Supervisor: _____

Disposition of Grievance:

Signature of Immediate Supervisor

Date Rendered to Employee

Signature of Employee

Date Received by Employee

**STEP II
APPEAL OF DECISION OF STEP I**

To be submitted to Administrative Officer no later than ten (10) working days after the date of the receipt of the Step I decision

Statement of Alleged Grievance:

Personnel/Policy Violated: _____

Signature of Employee

Date Submitted to Administrative Officer

CONFERENCE WITH ADMINISTRATIVE OFFICER

To be scheduled with the employee within ten (10) working days of receipt of the grievance by the Administrative Officer

Date Conference Held: _____ Time: _____ Location: _____

Attendees:

ADMINISTRATIVE OFFICER DECISION

To be rendered within ten (10) working days after the conference

Decision:

Date rendered to Employee

Date rendered to Immediate Supervisor

STEP III

APPEAL OF DECISION OF STEP II

To be submitted to Superintendent no later than ten (10) working days after the date of the receipt of the Step II decision

Statement of Alleged Grievance:

Personnel/Policy Violated: _____

Signature of Employee

Date Submitted to Administrative Officer

CONFERENCE WITH SUPERINTENDENT

To be scheduled with the employee within ten (10) working days of receipt of the grievance by the
Administrative Officer

Date Conference Held: _____ Time: _____ Location: _____

SUPERINTENDENT DECISION

To be rendered within ten (10) working days after the conference

Decision:

Date rendered to Employee

Date rendered to Immediate Supervisor

STEP IV

APPEAL TO THE BOARD OF EDUCATION

Pursuant to Personnel Policy GAE, I wish to appeal the decisions of Step III, and am presenting this appeal to the Superintendent as secretary to the Board within ten (10) working days of the receipt of Step III decision. I understand that my appeal before the Board of Education will be scheduled in accordance with regular procedures adopted by the Board and that I may appear alone at this conference or be accompanied by counsel of my choice. I further understand that a written decision will be issued by the Board within thirty (30) days after my conference with the Board.

Signature of Employee

Date



Selma City Schools

Employee Grievance Form based on Harassment, Sexual Harassment, and Other Grievances or Complaints

By completing this form, I am filing a grievance or complaint against the person named below. I request that my grievance be heard and request an appropriate response or corrective action.

This Grievance or Complaint is based on:

- Harassment, Violence or Threats of Violence by a student
- Sexual Harassment
- Other Complaint or Grievance, specifically: _____

Employee Name: _____ Date: _____

School: _____ Position: _____

Who is the person against who you wish to file this grievance: _____

What did this person do:

State specifically what the person did and how it affected you. Include policy violated, if known (Attach additional paper if needed.)

When did this happen (over what time if continuing or more than once):

Do you have suggestions for resolving this situation? If so, list them here:

(Attach additional paper, if needed)

Signature: _____ Printed Name: _____

Date initial Grievance Presented to Immediate Supervisor: _____

DO NOT WRITE BELOW THIS LINE

Date Grievance Received: _____ Principal: _____

Date Reply Delivered: _____ Principal: _____

Date Step II Appeal of Grievance Received: _____ Administrative Officer: _____

Date Step II Appeal Reply Delivered: _____ Administrative Officer: _____

Date Step III Appeal Grievance Received: _____ Superintendent: _____

Date Step III Appeal Reply Delivered: _____ Superintendent: _____

Date Step IV Appeal Grievance Received: _____ President-Board of Education: _____

Date Step IV Appeal Reply Delivered: _____ President-Board of Education: _____