

STAFF CONCERNS/COMPLAINTS/GRIEVANCES

Code **GBK** Revised **02/13**

Purpose: To establish the basic structure for orderly and expeditious resolution of staff concerns, complaints and grievances.

The board recognizes the need for a procedure providing a prompt and effective means of resolving differences that may arise among employees and between employees and administrators.

A grievance is a disagreement involving the work situation in which an individual or group of individuals believes an injustice has been done due to one of the following reasons.

- a lack of policy
- an unfair policy
- deviation from a policy
- misapplication of interpretation of a policy or contract

Employees should secure an equitable solution of grievances at the most immediate administrative level. Employees are encouraged to seek resolution of disputes under the existing grievance regulation and will have the right to do so with complete freedom from reprisal.

Nothing in this policy limits the right of any employee to discuss a grievance with any appropriate member of the administration. Such grievance may be adjusted without formal proceedings, provided the adjustment is consistent with board policy and existing administrative rules and regulations.

The superintendent is responsible for maintaining administrative procedures which will facilitate this policy.

Adopted 6/6/83; Revised 2/2/98, 2/4/13