

## **Resolution of Staff Complaints**

The following procedure has been established for resolving a complaint filed by a member of the staff:

### **Step One**

The staff member shall discuss this grievance claim with his/her immediate supervisor within 20 working days of the occurrence. If the grievance is against an administrator or another staff member, such individual shall be present at the meeting to present the facts as he/she sees them. An effort shall be made to resolve the grievance at this level. If an agreeable disposition is made, the grievance shall be dropped.

### **Step Two**

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection within five (5) working days of the informal meeting, the staff member shall present the grievance in writing to his/her immediate supervisor within five (5) days. The written statement of the grievance shall contain:

- A. The facts upon which the grievance is based as the grievant sees them,
- B. A reference to the policies of the district which have allegedly been violated, and
- C. The remedies sought.

If an agreeable disposition is made, all parties to the grievance shall sign it.

### **Step Three**

If no settlement has been reached within the five (5) working days referred to in the preceding subsection, and the individual believes the grievance to be valid, a written statement of grievance shall be submitted within fifteen (15) working days to the district superintendent.

The superintendent shall, within 10 days of the receipt of the grievant's appeal, meet with the grievant to hear his/her claim. If the grievance is against an administrator or another staff member, such individual shall be present at the hearing to present the facts as he/she sees them.

The superintendent shall render a decision regarding the appeal within 10 days of the appeal hearing. If the grievant does not appeal the superintendent's decision to the board through the superintendent within 10 days, the grievance shall be waived.

### **Step Four**

If the grievant appeals his/her grievance to the board as provided, the board shall hold a hearing within 20 days to hear the appeal of the superintendent's decision. At the appeal before the board the grievant may be accompanied by counsel if the grievant wishes. If administrators or other staff are involved, they shall be present at the hearing to present the facts as they see them. The board shall, within 15 days of the grievance hearing, present its decision with respect to the grievance. The board's decision as representatives of the electorate of the district shall be considered final and binding.