

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
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Grievance

4340 GRIEVANCE

This policy shall apply to all personnel not otherwise covered by the terms of a collectively negotiated agreement. Support Staff who are covered under a collectively negotiated agreement shall follow the grievance procedures set forth in said collectively negotiated agreement. The following actions are not subject to be challenged under the grievance procedure: (1) disciplinary actions; (2) contract non-renewals; and (3) mid-contract terminations.

A. General

1. A "grievance" is a written claim by an employee that as to him/her there has been Board or Administrative action constituting a violation of district policy or procedure.
2. In presenting the grievance an employee shall be assured freedom from prejudicial action occasioned solely by the institution of said grievance.
3. An "aggrieved person" is the employee claiming the grievance.
4. Grievances shall be instituted not later than twenty-five working days following cause thereof.
5. An aggrieved person shall have the right to present his/her own appeal or to designate a representative of his/her own choosing to appear with him/her. Representation of an aggrieved person shall only be permitted at Level Four.

B. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified, however, may be extended by mutual agreement.

LEVEL ONE - An employee with a grievance shall first discuss it with his/her immediate supervisor, identifying it as a Level One grievance, in an attempt to resolve the matter informally at that level.

LEVEL TWO - If, within five school days following this discussion, the matter is not resolved to the satisfaction of the employee, he/she may set forth his/her grievance in writing to the supervisor, identifying it as a Level Two grievance. The letter shall contain a request for a meeting with the supervisor within seven days after receipt of the grievance. Following this meeting, the supervisor shall communicate his/her decision to the employee, in writing, within five school days.



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If a formal written grievance is not presented by the aggrieved person with a period of twenty-five school days following notice of the actions forming the basis of the grievance, then the grievance shall be disallowed.

LEVEL THREE - The employee may appeal the immediate supervisor's decision to the Superintendent. The appeal to the Superintendent must be made in writing within seven school days after receiving the immediate supervisor's decision. The appeal must indicate that it is a Level Three grievance and must set forth the grounds upon which the grievance is based. The Superintendent shall attempt to resolve the matter as quickly as possible. Within a period not to exceed seven school days of receipt of the aggrieved person's written appeal, the Superintendent shall communicate his/her decision in writing along with supporting reasons to the aggrieved person and the immediate supervisor.

LEVEL FOUR - If the grievance is not resolved to the aggrieved person's satisfaction, he/she may request a review by the Board of Education. The request for review shall be submitted in writing through the Superintendent within seven school days after receiving the immediate supervisor's decision. The Superintendent shall forward the request, along with all related documents, to the Board of Education. The Board of Education shall, at the next regular Board meeting, review the grievance, hold a hearing with the aggrieved person, if requested, and render a decision as quickly as possible. At any meeting with the Board, the employee may be represented by any person of his/her choosing. The decision of the Board shall be final.

C. General Terms

1. In those cases where the employee is directly responsible to the Board of Education, the procedures outlined should be followed with the exclusion of wording that indicated an intermediary agent.
2. The aggrieved person shall follow applicable rules and regulations of the Board while a grievance is pending.

Adopted: 22 July 2004
Revised: 19 November 2009

