

GRIEVANCE REPORT

1. PERSONAL INFORMATION:

Name of Grievant: _____

Home Address: _____

Cell Phone Number: _____ Work Telephone Number: _____

Email Address: _____

Preferred Method of Contacting Grievant: _____

2. DESCRIPTION OF GRIEVANCE:

A. Describe the grievance, including the date(s) of the act, omission or decision that is the subject of the grievance, and all pertinent facts supporting the grievance, including the names of any people who can provide information regarding the grievance. _____

B. Identify (and attach) any Board Policy, procedure, or work rule that has been violated or misapplied, if any. _____

C. Identify supervisors, administrators, or other decision makers whose actions led to the filing of the grievance, and all witnesses or other persons having information that is relevant to the grievance. _____

D. Attach or include copies of documentary material or other evidence that is relevant to the grievance.

3. DESCRIPTION OF SPECIFIC RELIEF (Corrective Action) SOUGHT: _____

4. DESCRIPTION OF EFFORTS MADE TO RESOLVE THE PROBLEM OF COMPLAINT (If no such effort has been made to date, explain why): _____

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

Date: _____

Signature of Employee/Grievant

<p>FOR OFFICE USE ONLY / CHIEF OPERATIONS OFFICER</p> <p>Date Grievance Report filed with Superintendent: _____</p> <p>Date Superintendent Response is Due: _____</p> <p>Received By: _____</p>
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4.6.7 Grievance Procedures

Pursuant to the authority provided the Superintendent in Policy 4.6.1, which authorizes the Superintendent to develop specific procedures providing fair consideration and orderly review of grievances, the following procedure is established:

I. Definition of Grievance

Under this procedure, a grievance may be based upon an alleged misapplication of Board policies, regulations or procedures. A grievance may not be based upon daily administrative actions which do not fall within this definition (Policy 4.6.2).

II. Grievance Procedures

a. Informal Processing (Step 1) – An employee with a grievance may initiate this process in one of the following ways:

- Discuss the problem with the immediate supervisor.
- Present the problem to the representative and ask the representative to discuss the problem with the supervisor of the employee having the grievance.
- Ask the representative to accompany the grievant in a discussion with the supervisor.

If the employee feels the grievance is resolved at that meeting, or if no further action is needed, the matter is considered closed. If the employee feels the grievance has not been resolved, the formal procedure may be utilized.

Filing: If it becomes necessary to file a written grievance, the nature of the grievance situation determines the limitations on filing as described below:

When the grievance arises from cumulative or continuing conditions, the grievance report form shall be filed within a reasonable time. When the grievance arises from a specific event or incident, however, the grievance report form must be presented within ten (10) working days from the date of the event or incident giving rise to the grievance.

b. Formal Processing (Steps 2 through 5) – In order to resolve grievances in the most appropriate fashion in the shortest period of time possible, each grievance should start at the most immediate level of appropriate administration (Step 1 in most cases) and progress to the next level until the matter is resolved.

- Step 2: If the problem has not been resolved through the methods outlined in Step 1, the grievance report form shall be submitted to the supervisor for resolution. The employee may elect to use a representative in presenting the written grievance to the employee's supervisor. A written answer shall be given to the employee within five (5) working days following the supervisor's receipt of a written grievance.

- Step 3: If the supervisor's written answer is unsatisfactory to the aggrieved employee, the grievance may then be referred to the Chief Operations Officer (COO). This must be done within five (5) working days from receipt of the answer from the supervisor. The COO will schedule a hearing with the employee. The COO will provide a written answer to the aggrieved employee. The total elapsed time between receipt of the grievance by the COO and the provision of a written answer should not to exceed ten (10) working days.
- Step 4: if the employee is still dissatisfied with the answer given, the grievance may then be referred to the Superintendent within ten (10) working days of receipt of the COO's decision. The Superintendent may conduct a grievance hearing and shall render a decision. The total elapsed time between receipt of the grievance by the Superintendent and providing a written answer to the grievant will not normally exceed ten (10) working days.
- Step 5: If the employee believes that the Superintendent's decision does not render appropriate resolution, the grievance may then be appealed to the GCS Board of Education. A grievant appealing the Superintendent's decision to the Board of Education must file a written notice of appeal with the Superintendent within ten (10) working days of receipt of the Superintendent's written decision. Upon receipt of the written notice of appeal, the Superintendent shall promptly forward the notice to the Board members. Normally, not later than thirty (30) working days following receipt of the notice of appeal by the Superintendent, the grievance appeal shall be placed on the Board meeting agenda. The Board may hold a hearing. The date, time, and location of the hearing/meeting, should be submitted in writing by the Superintendent to the grievant and his or her chosen representative. At the same time that notice of the meeting/hearing is transmitted, the Superintendent shall also transmit to Board members for their review a copy of the written grievance and the Superintendent's decision letter. The Superintendent may choose to provide further documents involved in the grievance. A final Board decision on the grievance shall be provided in writing within ten (10) working days after the grievance hearing is closed.

No reprisals of any kind may be taken against any employee because of his or her participation in this grievance procedure.