

Article VI

GRIEVANCE PROCEDURE

6.1 The number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. All time limits shall consist of work days. Upon mutual agreement between the Board, or its designee, and the union, these time limits may be extended.

6.2 Definitions:

Grievance -- A claim by a member of the bargaining unit that there has been a violation, misinterpretation, or misapplication of an express provision of this agreement.

Grievant -- A grievant is a district employee in the bargaining unit covered by this agreement who is adversely affected.

6.3 Grievance Resolution -- Grievances will be processed in accordance with the following steps:

6.3.1 Informal – Prior to filing a Step 1 grievance, the grievant may attempt to resolve the grievance by meeting and discussing the matter with her/his administrator (or designee). Any resolution at the informal level shall be in writing.

Any grievant who knew or reasonably should have known of the circumstances, which formed the basis for the grievance shall present the grievance in writing to the administrator within ten (10) days. Failure to do so will render the grievance null and void. The written information shall include:

6.3.1.1 Description of the specific grounds of the grievance, including name, dates, and places necessary for complete understanding of the grievance.

6.3.1.2 A listing of the provisions of this agreement, which are alleged to have been violated, misapplied, or misinterpreted.

6.3.1.3 A listing of the specific action requested of the district, which will remedy the grievance.

6.3.2 Step 1. If the grievant is not satisfied with the disposition at the informal level, the grievant shall send a written copy of the grievance to their administrator within ten (10) days. The Administrator shall meet with the grievant within ten (10) days. The disposition of the grievance shall be in writing within five (5) days after the meeting, with a copy furnished to the grievant.

- 6.3.3 Step 2. If the grievant is still not satisfied, after the decision is rendered at Step 1, the grievant may submit the grievance to the Assistant Superintendent of Human Resources.
- 6.3.4 Step 3. If a grievant is still not satisfied after the decision is rendered at Step 2, the grievant may submit the grievance to the Superintendent.
- 6.3.5 Step 4. If the grievant is still not satisfied after the decision is rendered at Step 3, the grievant may submit the grievance to the Board of Education. The Board of Education will make a final determination.