



ROBERTSON COUNTY SCHOOLS EMPLOYEE GRIEVANCE FORM

EMPLOYEE GRIEVANCE - STEP 1

The grievant may present the grievance in writing to the immediately involved supervisor who will arrange for a meeting to take place within six (6) business days after the receipt of the grievance. The designated association representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within six (6) business days of the meeting, the grievant shall be provided with the supervisor's written response, including the reasons for decision. If the grievant and the Director agree, Step 1 of the grievance procedure may be by-passed and the grievance brought directly to Step 2. If the Grievant, Director, and the Board agree, Step 1 and Step 2 of the grievance brought directly to Step 3.

Grievant Name: _____ **School/Department:** _____

Principal/Supervisor Name: _____

Statement of Grievance (include the violated board policy, state law, federal law, or RCEA MOU Article):

Statement of the facts upon which the grievance is based, including dates. Attach other related documentation.

Signature of Grievant

Date

Signature of Administrator/Supervisor

Date



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ADMINISTRATOR/SUPERVISOR WRITTEN RESPONSE - STEP 1

The grievant may present the grievance in writing to the immediately involved supervisor who will arrange for a meeting to take place within six (6) business days after the receipt of the grievance. The designated association representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within six (6) business days of the meeting, the grievant shall be provided with the supervisor's written response, including the reasons for decision. If the grievant and the Director agree, Step 1 of the grievance procedure may be by-passed and the grievance brought directly to Step 2. If the Grievant, Director, and the Board agree, Step 1 and Step 2 of the grievance brought directly to Step 3.

Name of Grievant: _____

Nature of Grievance:

Administrator/Supervisor Response (attach supporting documentation, if applicable):

Signature of Administrator/Supervisor

Date

Signature of Employee

Date Received



EMPLOYEE REFERRAL OF GRIEVANCE TO THE DIRECTOR OF SCHOOLS

STEP 2

If the grievance is not resolved at Step 1, then the grievant may refer to the Director within five (5) days after receipt of the Step 1 answer or within five (5) days after the Step 1 meeting. The Director of Schools shall arrange with the grievant for a meeting to take place within ten (10) days of the Director's receipt of the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within ten (10) days after the meeting, the grievant shall be provided with the Director's written response, including the reasons for the decision. If the grievant and the Director agree, Step 1 of the grievance procedure may be by-passed and the grievance brought directly to Step 2. If the Grievant, Director, and the Board agree, Step 1 and Step 2 of the grievance brought directly to Step 3.

Grievant Name: _____ Work Location: _____

Principal/Supervisor Name: _____

Along with this completed form, submit the following to Human Resources:

- Copy of Employee Grievance – Step 1 & Supporting Documentation
- Copy of Administrator/Supervisor Response – Step 1 and Supporting Documentation

Signature of Grievant

Date Submitted

Signature of HR Representative

Date Received



EMPLOYEE REQUEST FOR GRIEVANCE REVIEW BY THE SCHOOL BOARD

STEP 3

If the grievance is not resolved at Step 2, the time limits expire without the issuance of the Director of Schools' written reply, the grievant may request a review by the Board within five (5) days after the employee received the written decision or within five (5) days after the time limits for Step 2 have expired. The request shall be made in writing through the Director of Schools, who attaches all related documents and forwards the request to the Board. The Board shall review the case and shall hold a hearing with the employee if requested by the grievant. This hearing shall be held during the next regularly scheduled Board meeting provided the hearing request is received at least eight (8) calendar days prior to the Board meeting. Otherwise, the hearing will be scheduled at the next Board meeting. The Board shall render a decision in writing within ten (10) days following the hearing. Copies of the decision of the Board shall be sent to the grievant and the Director of Schools. The Board's decision will be final.

Grievant Name: _____ **Work Location:** _____

Principal/Supervisor Name: _____

I hereby request a hearing before the Board regarding a grievance I filed against my administrator/supervisor.

Signature of Grievant _____
Date Submitted

Signature of HR Representative _____
Date Received