

Regulation

EMPLOYEE/STUDENT GRIEVANCE PROCEDURE

General Rules

1. The Chester Board of Education guarantees that all district employees/students will be notified in a regular continuing basis of the district grievance procedures. Such notification will occur in order to provide for the prompt and equitable resolution of any employee/student complaints alleging any action, which would be prohibited by the provisions of Title VI and Title IX and other relevant legislation.
2. All costs involved in the administration of this grievance procedure shall be assumed by the board of education. All files and forms pertinent to the administration of this grievance procedure must be maintained for three years.
3. All efforts should be given in order to informally resolve any complaint and thus avoid the formal filing of grievances.

Definitions

1. Grievant - Any district employee/student, or person acting in his/her behalf, may file a grievance if s/he believes they have been discriminated against in regard to any aspect of his/her employment status or student status, on the appropriate form.
2. Grievance - The term grievance refers to a formal complaint alleging any policy, procedure or practice, which would be prohibited by Title IX.
3. Respondent - A person alleged to be responsible for the Title IX violation cited in the formal grievance complaint.
4. Level Hearing Officer- An employee of the board of education who is specifically delegated the authority and responsibility for hearing/resolving a grievance at a specified level in the grievance process.
5. Grievance Answer/Decision - This is the written statement of the delegated hearing office of his/her finding, regarding the validity of the allegation contained in the grievance and any corrective action to be taken.
6. Corrective Action -Any action which is taken by the board of education of its designated employee to eliminate or modify any policy, procedure or practice found to be in violation of Title IX and/or provide redress to any grievant injured by the identified violation.
7. Affirmative Action, Title IX Coordinator - The district employee delegated by the board of education to coordinate its effort to comply with and carry out its responsibilities under Title VI and IX. The coordinator will initially review all grievances and determine at which hearing level the grievance will be referred for resolution and/or corrective actions.
8. Pre-grievance Meeting - Prior to the filing of a written grievance, the grievant(s) may request a pre-grievance meeting with the respondent alleged to be directly responsible for the violation and/or persons with immediate supervisory authority related to the grievance.

Grievance Filing Time Limit

Thirty (30) days allowable from the date of the alleged violation or as per negotiated agreement

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Grievance Processing Levels

Level I: Building Level

Hearing Officer: principal or designate

Outcomes: Resolution or appeal to coordinator for Level II Hearing.

Level II: Central Administrative level

Hearing officer: chief school administrator

Outcomes: Resolution or appeal to coordinator for Level III Hearing

Level III: Board of Education

Hearing officer(s): The total board or member(s) officially designated for that purpose.

Outcomes: Resolution or appeal to State and Federal authorities.

Adopted:	May 17, 1977
Revised:	June 1, 1982
Revised:	March 2, 2004
NJSBA Review/Update:	October 2008, August 2016, September 2018
Readopted:	April 27, 2009, September 17 2018, January 2024