

EMPLOYEE COMPLAINTS AND GRIEVANCES

The usual procedure for an aggrieved person or persons with a complaint or grievance is to discuss the matter in a conference with the school district's responsible designee. It is expected that most grievances will be satisfactorily resolved through this procedure.

A grievance is waived and will not be considered if not initiated within twenty (20) calendar days from when the aggrieved should have reasonably known of the occurrence. A grievance is not considered initiated until the first formal step has been taken which shall be within the twenty (20) days.

It is understood that the parties involved and witnesses will be guaranteed freedom from restraint, interference, coercion, discrimination or reprisal with respect to processing a grievance.

FORMAL STEPS

If a grievance persists after a conference with the principal, the aggrieved person shall, within ten (10) calendar days, reduce the grievance to writing and submit it to the Principal who will consider the evidence provided by the aggrieved and prescribe any corrective action, if necessary, within fifteen (15) calendar days.

Any appeal from the decision of the principal shall be submitted in writing by the aggrieved within five (5) calendar days to the Superintendent of Schools. The Superintendent will consider the evidence provided by the aggrieved person and the recommendation of the principal and render a decision in writing to the aggrieved person within fifteen (15) calendar days of receipt of the appeal.

Should the aggrieved party decide to appeal against the ruling of the Superintendent of Schools, such appeal must be filed with the School Board within five (5) calendar days from receipt of the Superintendent's decision. The Board will determine if a hearing is warranted at its next scheduled non-public session.

If the Board determines a hearing is warranted, the hearing shall:

1. Be scheduled to take place not less than ten (10) calendar days nor more than thirty (30) calendar days from the receipt of the written appeal. The date of the hearing may be postponed or made sooner by mutual agreement of both parties.
2. Be in non-public session of the Board with only interested parties present, unless both the aggrieved and the accused request an open meeting.
3. Give all interested parties the opportunity to be represented by counsel of their choosing, to present sworn testimony, to present witnesses and documentary evidence, to cross examine witnesses offered by other parties, to give reasonable oral arguments, and to file typewritten briefs. Copies of all briefs, notices and requests shall be reasonably furnished to all opposing parties.

If the Board determines that a hearing is not warranted, the Board will issue a written response within twenty (20) days.

Failure at any of the above steps of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved to lodge an appeal to the next step of this procedure.

Failure at any of the above levels of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

This Administrative Form accompanies:
Policy **GBK**: Revised: **5/06/2024**