

Staff Concerns/Complaints/Grievances

Timeline

Grievances must be filed at Step 1 no later than 30 days from the date the alleged action bringing about the grievance occurred. No more than 30 days may pass between Step 1 and Step 2 or between Step 2 and Step 3 or between any steps in the grievance process as described below for each category of personnel.

Written record

At all steps in the grievance process, a written record of each grievance and action taken at each step will be made and placed in file in the superintendent's office.

It will be the responsibility of the aggrieved individual to reduce the grievance in writing at Step 1.

It will be responsibility of the individual or individuals hearing the grievance at each step of the process to maintain a written record of each meeting/hearing with the aggrieved individual and any action taken by the individual or individuals hearing the grievance.

Grievances from school district personnel first will be discussed with the following individuals:

1. Instructional staff: Building principal
2. Custodians: Director of buildings and grounds
3. Bus drivers: Transportation director
4. Lunch program personnel: Lunch program coordinator
5. Building secretaries: Building principal
6. District office secretaries: Superintendent
7. Aides: Building principal

Step 2

If the grievance is unresolved at Step 1 above, the employee may meet with the superintendent and the building principal, transportation director or lunch program coordinator. District offices secretaries may meet with the superintendent and the president of the Board of Education.

If the grievance is unresolved at Step 2 above, the employee may request to meet with the Board of Education at its next regular meeting or, if the situation warrants, a special meeting of the Board to be called by the Board president and/or superintendent.

Personnel desiring to address the Board of Education on a grievance matter shall direct their communication to the superintendent and not individual Board members. The superintendent will place the grievance on the next Board meeting agenda to be heard by the full Board in an executive session.

The decision of the Board will be final. If the grieving employee is dissatisfied with the decision of the Board, the employee has the option to seek outside legal resolution of the grievance at the employee's expense.

Adopted May 24, 1988