



Understanding the Flow and Process of Grievance Resolution

Incident Occurs
and/or
The employee/parent becomes aware or should reasonably be aware of Incident.

Within 15 business days: Level One Grievance form is filed.

Grievance is reviewed for confirmation of timeliness.

All "days" refer to District Business Days.

If Grievance is determined at the Level One Review to be untimely, Written Notice of Dismissal for Timeliness is provided to the employee/parent within 10 days of the date the grievance was filed.

Level One Hearing & Written Response
If the Grievance is timely, the Level One Administrator has 10 days to schedule a Level One Hearing. Following the Level One Hearing, the Administrator has 10 days to provide a Level One Written Response.

Upon receipt of the Level One Written Response, the employee/parent has 10 days to file a Level Two Grievance to appeal the Level One decision.

Upon receipt of the Notice to Dismiss the Grievance the employee/parent may file a Level Two Grievance to specifically appeal the dismissal decision. This should be filed within 10 days of receipt of the Notice to Dismiss.

Level II Hearing & Written Response
Upon receipt of a Level Two Grievance, the Level Two Administrator has 10 days to schedule a Level Two Hearing. Following the Level Two Hearing, the Administrator has 10 days to provide a Level Two Written Response.

Upon receipt of the Level Two Written Response, the employee/parent has 10 days to file a Level Three Grievance to appeal the Level Two decision.

Appeals for Dismissal based on Timeliness are heard by the Board in Closed Executive Session at the next regularly scheduled Board meeting. Notice of Board's decision will be provided prior to the next regularly scheduled board meeting.

If the Dismissal is not upheld, it is returned to Level One for a Level One hearing.

Level Three Grievances are heard by the Board in Closed Executive Session at the next regularly scheduled Board meeting. Notice of Board's decision will be provided prior to the next regularly scheduled board meeting.

If Dismissal is upheld, the process concludes and the Grievance is dismissed.

Decisions of the Board regarding Level Three Grievances are final and cannot be appealed at the local level.

Resolution through the informal process is encouraged throughout the formal grievance process. However, participation in the informal process does not extend deadlines that guide the formal process.

Employee/Parent Grievant

TISD Grievance Administrator

TISD School Board