

POLICY

BOARD OF EDUCATION BAYONNE

SUPPORT STAFF MEMBERS

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GRIEVANCE

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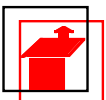
The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of support staff members not covered by the terms of a negotiated agreement.

The Board directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, "grievance" means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; "grievant" is a district employee who alleges a grievance or the employee's representative; "party" means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and "day" means a school day.

The following guidelines shall apply to all grievances under this policy:

1. If the same or substantially the same alleged grievance is made by more than one employee, a single grievant may process the grievance through the grievance procedure on behalf of all grievants. The names of all the grievants will appear on all documents related to the settlement of the grievance.
2. A grievant may be represented or accompanied at any time by a person whom the grievant chooses.
3. A grievant may use personal leave time when it becomes necessary to process a grievance during the working day. There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance.
4. All documents, communications, and records regarding the processing of a grievance will be filed in a separate grievance



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file and will not be kept in the personnel file of any of the participants of the grievance.

5. Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his or her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.

Level One

Within ten days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his or her grievance to the grievant's immediate supervisor, who shall present a decision to the grievant three days thereafter. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

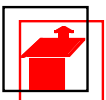
Level Two

A grievant not satisfied with a decision at Level One may appeal that decision in writing to the Assistant Superintendent within ten days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference, and the remedy sought.

The Assistant Superintendent shall present a decision to the grievant within ten days. If no decision is rendered within that time limit, the grievant may appeal to the next level.

Level Three

A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Superintendent within ten days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Superintendent will include copies of the original



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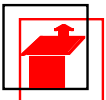
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grievance and the decision, if any, rendered at Level Two. Within five days after the delivery of the appeal, the Superintendent shall investigate the grievance, giving all persons who participate in Levels One and Two a reasonable opportunity to be heard.

Within ten days of the presentation of the appeal, the Superintendent shall submit a decision in writing together with the reasons that support that decision to the grievant and any other party to the grievance. The decision of the Superintendent shall be final.

N.J.S.A. 34:13A-5.3

Adopted: 28 July 1997



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