

NON-NEGOTIATING STAFF COMPLAINTS AND GRIEVANCES

I. Stage I

The employee shall present and discuss the grievance orally and informally with their immediate superior. While no time limit is placed on the settlement of Stage I grievances, the employee may if they so desires at the end of one (1) week, present an appeal to the Board of Education (the Board) of the Waterville Central School District (the District).

II. Stage II

- A. The employee shall present the grievance to the Board in executive session.
- B. The Board President or designee shall act as chairperson. A Board member shall be responsible for the minutes and/or reports.
- C. Upon receipt of written request from an employee for a review of their grievance, the Board shall review same at their next regularly scheduled meeting.
- D. Written requests for review of any grievance shall be addressed to the Clerk of the Board. It shall be the Clerk's responsibility to notify the Board.
- E. Recommendations resulting from the hearing shall be forwarded to the employee; and to the immediate superior.
- F. The final decision in all matters will rest with the Board.

III. General Considerations

- A. All grievances or questions pertaining to retirement benefits are excluded from the scope of this procedure.
- B. Members of the administrative staff shall bypass Stage I.
- C. The employee may, at their discretion, employ the services at all times of an attorney or other representative.
- D. This grievance procedure may be amended at any time by the Board.
- E. This entire procedure shall be free from coercion, interference, restraint, discrimination, or reprisal. Evidence and proof of such action submitted to the Board will be deemed cause for disciplinary action by the Board.

POLICY

PERSONNEL

6003

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- F. No employee of the District who is involved in a Stage I grievance procedure, either as a superior or as a grieved party, shall serve on the Grievance Board for the case under consideration. Temporary replacements of Grievance Board members shall be appointed by the Board.

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Waterville Central School District

Adopted: 10/01/63

Revised: 06/24/97, 01/26/16, 12/09/25