COAHOMA COUNTY SCHOOL DISTRICT

Grievance Procedures-Staff Complaints and Grievances

The following procedure has been established by the Board of Education to ensure at the first possible administrative level an equitable solution to any grievance concerning employment, performance appraisal, working conditions, assigned duties, unfair treatment or other good reason held by a certified employee of the District. A grievance should be processed in accordance with the following procedures:

Level One

1. All grievances must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor will attempt to resolve the matter informally.

2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within five (5) days after the meeting with his principal or supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

3. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by the principal or supervisor.

4. Within five (5) days after receiving the grievant's signed statement, the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

Level Two

1. Upon receipt by the superintendent of a written notice that the grievant intends to appeal the decision of his supervisor, the superintendent shall notify the grievant in writing within five (5) days of the date and time, the matter will be considered by the superintendent. The superintendent shall meet with the grievant to hear the grievance no later than ten (10) days of receipt of the appeal.

2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit any and all additional information on his/her behalf with he/she desires to the superintendent to writing no later than five (5) days prior to the date upon which the matter is scheduled to be heard by the superintendents.

3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by the principal or immediate supervisor.

4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) business days, the grievant may file the grievance with the secretary of the school Board.

2. If the grievance is not filed with the secretary of the Board within five (5) business days of the hearing at LEVELTWO before the superintendent, the grievances shall be considered resolved.

3. Within five (5) business days after receipt of the grievance, the board secretary, in concert with the president and superintendent shall schedule a hearing before the board on the grievance.

4. The Board shall render its decision within seven (7) days of the hearing.

***Investigative Procedures Investigations may be initiated into employee complaints or other matters as deemed appropriate by the superintendent. The superintendent reserves the right to initiate investigations necessary to determine facts relevant to the complaint, grievance or incident reported by an employee. Failure of any employee to participate in or assist in any official investigation will be deemed a serious violation and will be subject to disciplinary action.