

Mr. Chad Daugherty
Superintendent



Dorchester
School
District Two

815 SOUTH MAIN STREET SUMMERVILLE, SC 29483 • (843) 873-2901 • FAX (843) 873-4053

Employee Grievance Form

Board Policy GBK and Administrative Rule GBK-R

Complainant Information

Name: _____ Position/Job Title: _____

School/Department: _____ Contact Information: _____

Type of Grievance

Under GBK-R, a grievance is a claim by a staff member of a violation, misinterpretation, or misapplication of a provision of Board policies, administrative rules, or state or federal laws. A grievant must identify the applicable policy, administrative rule, or state/federal law alleged to have been violated, misapplied, or misinterpreted. Link to Board Policies:

<https://v3.boardpolicyonline.com/b/dorchester>

Please check below to indicate if you are challenging a policy, administrative rule, or state/federal law.

☐ Board Policy or Board Administrative Rule Number: _____

☐ Violation

☐ Misapplication

☐ Misinterpretation

Specific section or provision at issue:

☐ State or Federal Law Citation: _____

☐ Violation

☐ Misapplication

☐ Misinterpretation

Specific section or provision at issue:

Explain specifically how the policy, rule, contract, practice, or law was violated, misinterpreted, or misapplied:

Description of Event or Circumstances

Please provide a factual description of the circumstances giving rise to the grievance. Include relevant dates, actions, communications, decisions, directives, and individuals involved. Attach additional sheets or any relevant documentation, if necessary.

Date of Event(s): _____

If this grievance is being submitted more than ten (10) days after the date of the event, please explain the circumstances related to the delay in reporting:

Location of Event: _____

Other Persons Who May Have Knowledge Relevant to this Grievance:

Please describe the resolution, corrective action, or relief you are requesting.

Is this a joint grievance?

- ☐ Yes
☐ No

Name and Signature of Additional Grievant(s):

Name	Signature
Name	Signature

Employee Certification

I certify that the information provided in this grievance form is true and accurate to the best of my knowledge.

I understand that:

- This procedure is intended to resolve grievances at the lowest possible administrative level.
- A grievance must concern an alleged violation, misinterpretation, or misapplication of a Board policy, administrative rule, or state or federal law as it affects my employment or work.
- The grievance must generally be submitted within the time period established by GBK-R.
- I may pursue a grievance without reprisal.
- I must continue to perform my duties and observe applicable requirements during the grievance process.
- Reasonable privacy is expected of persons involved in the investigation.
- Failure to maintain the privacy of an investigation or filing of falsified grievances may result in disciplinary action.
- I am responsible for my individual costs, including applicable legal fees.

Employee Signature	Date