

## **Staff Concerns/Complaints/Grievances**

The grievance form (see GBK-E) shall be used for this grievance procedure. Three copies shall be submitted at each level, two copies to be retained by the supervisor and one copy to be retained by the grievant. This policy is not intended to be used for civil rights grievances.

### **Informal Procedure**

Preliminary to any initiation of formal procedures shall be informal consultations when differences arise. Purposes here will be to define the problem with specificity needed to guide remedial action by those closest to the problem. Good faith, frankness, objectivity and amicability shall be sought in these consultations. If the employee does not resolve the differences with his immediate supervisor, he shall indicate intent to discuss the matter at the next level of responsibility and authority. Both parties shall make every effort to resolve the grievance through the informal processes at the lowest possible level. The superintendent shall be the ultimate authority in an informal resolution of differences.

### **Formal Procedure**

Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the director of personnel who shall review the grievance and the report from step 1 and render a written decision within 10 working days of receipt of the report from step 1.

Step 3. If the grievance is not solved at step 2, the employee(s) may present the written grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from step 2 and shall render a written decision within 10 working days of the hearing.

Step 4. If the grievance is not solved at step 3, the employee(s) may file a written request for review by the Board of Education, which will be held within 15 working days of receipt of the report from Step 3. The Board's review of the grievance may be held in executive session at the request of the employee(s), the superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any district supervisor or administrator.

(Refer to policy AC-R/for discrimination reports please refer to policy AC-R)

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