

CLASSIFIED STAFF GRIEVANCES PROCEDURE
Policy #4540

Definitions:

Grievance: a claim or concern related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules, federal or state laws and regulations, or terms or conditions of employment, raised by an individual employee of this school district. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision. A group of employees who have the same grievance may file a group grievance.

Group Grievance: A grievance may be filed as a group grievance if it meets the following criteria: (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable)

1. More than one individual has interest in the matter; and
2. The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
3. The group has designated an employee spokesperson to meet with administration and/or the board; and
4. All individuals within the group are requesting the same relief.

Employee: any non probationary person employed under a written contract by this school district.

Immediate Supervisor: the person immediately superior to an employee who directs and supervises the work of that employee.

Working day: Any weekday other than a holiday whether or not the employee under the provisions of their contract is scheduled to work or whether they are currently under contract.

- I. The Board of Education recognizes the need to implement an orderly process for the early resolution of differences concerning the implementation of established rules and policies and to provide for an orderly settlement in a manner fair and equitable to all employees.
- II. All contracted employees in the School District shall have the right to challenge the application and/or interpretation of rules, regulations, or policies affecting the employee through recognized administrative channels. Each employee who has a grievance may process it by giving written notice of the grievance to his or her immediate supervisor. If necessary or desired, the decision rendered at that level may be appealed to the next person in line as defined by the school district's organizational chart, until reaching the final staff appeal to the Superintendent of Schools.

- III. Each administrator will deal with a grievance as quickly as possible but will have a maximum of ten (10) workdays after a grievance is filed in which to investigate and render a decision. The decision will be delivered in writing to the employee who filed the grievance. If no decision is delivered within the ten (10) workday limit, the grievance may be advanced to the next level. If the employee decides to appeal this decision, copies of the decision and the original grievance should be forwarded to the next appropriate administrator, along with notice of appeal. Such an appeal must be made, in writing, within ten (10) workdays of the announced decision.
- IV. If the grievance is not resolved after reaching the Superintendent of Schools, the grievant may submit to the Superintendent a written request for a hearing before the Board of Education at the next regularly scheduled Board Meeting, unless both parties have agreed to a different date. After reviewing the grievance and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy.

The employee shall have an adequate opportunity to present the grievance but no less than (90) minutes, unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The decision of the Board shall be final.

- V. After the hearing the Board of Education will report the final decision no later than ten (10) workdays following the hearing.

Adopted: 6.28.07

Effective: 7.1.07