

Staff Concerns/Complaints/Grievances

Good morale is maintained, as problems arise, by sincere efforts of all persons concerned, to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems that may, from time to time, arise. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level in the grievance procedure. The superintendent will appoint one female and one male staff member to act as compliance officers prior to the start of each school year to assist in resolving concerns/complaints and grievances.

- Step 1. The grievant shall discuss the matter with his/her department chair with the objective of resolving the matter informally. In the case where the grievant is the department chair then the meeting will be held with the grievance office. If the dispute or disagreement is not resolved to the satisfaction of the grievant, he/she may file a written grievance to one or both compliance officers within four (4) working days of the informal meeting.
- Step 2. The compliance officers shall hold a formal hearing with the parties of interest within four (4) days after receipt of a written grievance. The purpose of this hearing shall be to solve the problem. The grievant at his/her option may discuss the matter alone or accompanied by another staff member. The compliance officer shall provide a written response to the grievant within four (4) working days after the hearing. Such response shall include the basis upon which the decision was reached.
- Step 3. If the grievance is not satisfactorily resolved at Step 2 the grievant must within four (4) working days of receiving the written response from the grievance officer request in writing a hearing with the Superintendent. The Superintendent must within ten (10) working days conduct a hearing that will include the grievant, another staff member, if so desired by the grievant, and the attending compliance officer. Upon conclusion of the hearing, the Superintendent shall provide a written response to the grievance within four (4) working days. If the dispute or disagreement is not resolved to the satisfaction of the grievant, he/she may file a written request within four (4) working days for a hearing before the Board of Education. If the written request is received by the Board Secretary with less than four (4) working days before the next scheduled board meeting, the board can conduct the hearing at the next following board meeting. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

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

At any time, during the grievance process, the grievant does not submit the required documentation by the allowed time noted in the steps above, the grievance shall be considered concluded.

(Approval date: November 21, 2013)