

## **GRIEVANCE, SEEKING SETTLEMENT - LINE AND STAFF**

### **POLICY**

Any employee having a complaint or dispute resulting from an interpretation or application of the policies and procedures of the Board, to the extent that the dispute is not covered by or subject to the grievance procedure stated in the applicable collective bargaining agreement, if any, may use the following procedure in pursuit of settlement of such complaint or dispute hereinafter referred to as a grievance.

### **PROCEDURE**

All time limits are working days and are to be computed from the day the prior step was completed. At any point or step in the procedure where the employee is satisfied with the results or action taken, the grievance shall be considered settled. Such satisfaction at any point shall be indicated by the employee.

#### **STEP 1**

The employee shall have verbal discussion with the proper administrator involved. Such discussion shall take place within five (5) days of occurrence or knowledge of occurrence of such grievance. If the grievance is not settled at this step,

#### **STEP 2**

The employee shall present the grievance, in writing, within five (5) days to the appropriate administrator.

#### **STEP 3**

The administrator shall meet with the employee within five (5) days. The administrator shall give a decision, in writing, within two (2) days to the employee. The employee shall respond to the administrator within two (2) days expressing satisfaction or desire to proceed to the next step.

#### STEP 4

The superintendent or a designee and the employee shall meet within seven (7) days. The superintendent will give a decision, in writing, within two (2) days to the employee. The employee shall respond within two (2) days indicating satisfaction or desire to proceed to the next step.

#### STEP 5

The Board of Education, administration, and employee shall review the grievance at the next regular or the next special meeting of the Board of Education. Such review may be held in private session at the option of the employee.

The Board will notify the employee of its decision within five (5) days.

Employees using this procedure must notify their respective bargaining unit grievance chairperson and a representative delegation (not to exceed three (3)) must be given the opportunity to be present as observers.

Adopted 08/29/68; Amended 08/19/76; Reviewed 04/21/94; 09/02/10