

Staff Concerns/Complaints/Grievances

Employee grievance procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Individual or group grievances of employees shall be resolved as follows:

- Step 1. The grievance shall first be presented in writing on forms provided by the school district administration office or on the school website to their immediate supervisor. That person shall render a written decision within 10 working days of the date the employee knows, or should know, that the employee wishes to grieve.
- Step 2. If the grievance is not solved at Step 1, the employee may present the written grievance to the superintendent after 3 days but no more than 5 working days. The superintendent shall review the complaint and present a determination in writing within 10 working days of receipt of the employee appeal of Step 1.
- Step 3. If the grievance is not solved at Step 2, the employee may appeal the Level decision to the Board of Education within 10 working days. The Board of Education will review the complaint and present its determination in writing within 20 working days. All the decisions of the Board of Education shall be considered final.

The employee has the right to withdraw the complaint at any time by written notification to the immediate supervisor.

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

Revised: June 2007

Adopted: CASB Overhaul 2014