

STAFF CONCERNS/ COMPLAINTS/GRIEVANCES

Employee 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 to the building principal. The principal shall render a written decision within 10 working days. The employee may be assisted by a person of his own choosing at any step of the grievance procedure. The employee has the right to appeal to Step 2 within 10 days.
- Step 2: The employee may then present the grievance to the superintendent, who shall conduct a hearing within 10 working days of receipt of the report from Step 1, and shall render a written decision within 10 working days of the hearing. The employee has the right to appeal to Step 3 within 10 days.
- Step 3: A hearing will be held within 15 working days of receipt of the appeal from Step 2. The decision of the Board of Education shall be final and shall be made in writing within 15 working days of that hearing.

Policy GBK-R shall not be used to address grievances related to discrimination/harassment complaints. Only Policy AC-R shall be used to address discrimination issues.

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

APPROVED: January 15, 1985

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