

## GENERAL GRIEVANCE PROCEDURES

Board Policy 4.6.1: General Complaints (Grievances) – Subject to the limitations set forth below and elsewhere in this policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

### I. LEVEL ONE

- A. **Grievance Filing Requirements.** The grievance process shall be initiated by filing an approved grievance report form with the Superintendent within thirty (30) days of the act or decision that is the basis of the grievance.

The approved form must be signed by the grievant and include the following information:

1. A complete description of the grievance, including the policy, procedure, or work rule assertedly violated or misapplied, and all facts supporting the complaint.
  2. The date(s) of the act, omission, or decision on which the grievance is based;
  3. The names of the supervisor(s), administrator(s), or other decision maker(s) who are responsible for the act, omission, or decision on which the grievance is based;
  4. The specific corrective action sought by the grievant;
  5. A statement describing the grievant's efforts to resolve the complaint informally or a statement explaining the reason(s) such efforts were not initiated or pursued; and
  6. Copies of any relevant documentary or evidentiary material in the possession of the grievant.
- B. **Administrative Investigation and Determination.** The Superintendent may assume direct responsibility for reviewing and responding to the grievance or may assign that responsibility to a designated administrator. In either case, the Superintendent's response to the grievance may include informal complaint resolution, formal investigation, or both.
1. **Informal Complaint Resolution.** Prior to filing a formal grievance, the grievant is expected to have made reasonable efforts to resolve the complaint or problem underlying the grievance informally through discussions or other communication with the employee's immediate supervisor or other persons whose actions or decisions led to the filing of the grievance.

2. Formal Investigation. Should the Superintendent or Superintendent's designee conclude that reasonable efforts at informal complaint resolution have not succeeded or would not be appropriate under the circumstances, the Superintendent or Superintendent's designee shall initiate a formal investigation of the grievance. The Superintendent's investigation may include interviews of witnesses, written statements, depositions, administrative conferences or hearings, or any lawful action that is deemed necessary to reach a just disposition of the grievance. Upon completion of the investigation, the Superintendent or Superintendent's designee shall prepare a written decision on the grievance. If a recommended decision is made by the Superintendent's designee, the Superintendent may adopt, reject, or modify the decision based on his or her review of the evidence.
3. Notification of Superintendent's Decision. The written decision of the Superintendent shall be made and mailed or transmitted to the grievant within sixty (60) calendar days of the date on which the grievance is filed.

## II. LEVEL TWO

### A. Appeal of Superintendent's Decision.

1. Initiating the Appeal. A grievant who is dissatisfied with the decision of the Superintendent may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within fifteen (15) calendar days of receipt of the Superintendent's written decision.
2. Transmittal of Grievance Record. Upon receipt of the notice of appeal, the Superintendent shall transmit to Board Members for their review a copy of the written grievance, the Superintendent's decision letter, the notice of appeal, and all statements, recommendations, documents, recordings, transcripts, or other written or tangible evidence filed, submitted or considered at any stage of the grievance process.

### B. Board Consideration of Appeal. Not later than sixty (60) days following receipt of the notice of appeal by the Superintendent, the grievance appeal shall be placed on the Board meeting agenda for consideration. Upon consideration of the grievance appeal and record, the Board may, by majority vote:

1. Affirm the decision of the Superintendent;
2. Modify the decision of the Superintendent;
3. Defer final action until an evidentiary hearing is held on the grievance.

The decision of the Superintendent shall be final unless an action reversing or modifying the Superintendent's decision is approved by majority vote of the Board.

### C. Hearing Process. If the Board approves a hearing, the hearing shall be set within thirty (30) calendar days. Written notice of the hearing date shall be provided to the grievant. A final Board decision on the grievance shall be due within five (5) calendar days after the hearing is closed. The Board shall give the grievant written notice of its final decision.

## GRIEVANCE REPORT

### 1. Personal Information:

Name of Grievant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 2. Description of Grievance

- A. Describe the grievance, including the date(s) of the action or decision that is the subject of the grievance, and all pertinent facts supporting the grievance.
- B. Identify (and attach) any Board policy, procedure, or work rule that has been violated or misapplied.
- C. Identify supervisors, administrators, or other decision-makers whose actions led to the filing of the grievance, and all witnesses or other persons having information that is relevant to the grievance.
- D. Attach or include copies of documentary material or other evidence that is relevant to the grievance.

### 3. Description of Specific Relief (Corrective Action) Sought:

### 4. Description of Efforts Made to Resolve the Problem or Complaint (If No Such Effort Has Been Made to Date, Explain Why):

I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

\_\_\_\_\_  
(Signature of Employee/Grievant)

\_\_\_\_\_  
Date