

PERSONNEL

Grievances and Grievance Procedures: Procedure for Compliance- Classified Employees R 5-3.2

Employees may submit grievances in the following manner:

Step 1

Employees are requested to first discuss their concern with their administrative supervisor in order to reach an informal resolution of the matter. If this attempt is not successful, the employee shall present the grievance in writing to the director of personnel within five (5) working days of the date of the occurrence of the matter being grieved. The director of personnel or the director's designee shall attempt to resolve the matter and reply to the employee in writing within ten (10) working days of the presentation of the grievance.

Step 2

In the event that the decision of the director of personnel is not satisfactory to the employee, the employee may, within five (5) working days of the receipt of the answer, present the grievance in writing to the superintendent or the superintendent's designee. The parties to the dispute will meet with the superintendent or his/her designee and any witnesses called by either party for the hearing within ten (10) working days of the receipt of the written grievance. The superintendent or his/her designee shall review all testimony and materials pertinent to the grievance and issue a written decision to the employee within ten (10) working days after the hearing. The decision of the superintendent shall be considered final.

Timelines

The right of any party to proceed at any step of this grievance procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this procedure.

Approved by School Board: May 19, 1992

Revised by School board: May 21, 1996