

STAFF CONCERNS/COMPLAINTS/GRIEVANCES

The purpose of the grievance procedure is to insure equitable solutions to complaints at the most immediate administrative level possible.

A grievance shall mean a complaint by an employee or group of employees that refers to established practice, written policy or procedure.

An employee may include a witness and/or grievance representative to be present at any step of the procedure.

Failure of any person(s) to protest within the established time limits shall mean acceptance of the previous decision. Failure of the administrator to communicate a decision within the time limits shall permit the person(s) protesting to proceed to the next step.

District-wide grievances may be filed directly with the superintendent.

No reprisals will be taken by the Board, administration or teacher against any employee because of participation in a grievance.

All documents and records concerning a grievance shall be filed separately from the personnel files of the participants.

Adopted: 04/10/79

Reviewed by Board of Education 06/19/14