

STAFF CONCERNS/COMPLAINTS/GRIEVANCES

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" shall mean a complaint by an employee or group of employees that refers to established practice, written policy or procedure. This policy is not meant to be used for civil rights complaints. A complaint concerning unlawful discrimination and/or harassment may be filed in accordance with Board Policy AC-R and Policy AC-E-1.

The process designated for the resolution of "grievances" in agreements between the Board and recognized employee organizations shall apply only to grievances as defined in that particular agreement.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to district personnel.

All employment decisions remain with the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

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. Refer to Policy GBK-R.

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

All documents and records verifying the truth of a grievance shall be kept as an addendum to that employee's personnel files for reference purposes only, by the District Administration.

Adopted: 04/10/79

Reviewed by Board of Education 06/19/14

Revised: 10/03/19