

## **Staff Concerns/Complaints/Grievances**

### **Employee grievance procedure**

The employee may choose a person to assist him or her at any step of the 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 persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. That person shall render a written decision within 10 working days.
- Step 2. If the grievance is not solved at Step 1, the employee may present the written grievance to the director of personnel who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.
- Step 3. If the grievance is not solved at Step 2, the employee may present the written grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 2 and shall render a written decision within 10 working days of the hearing.
- Step 4. If the grievance is not solved at Step 3, the employee may request a hearing before the Board of Education, which will be held within 15 working days of receipt of the report from Step 3. The decision of the Board shall be final and shall be made in writing within 15 working days of the hearing.

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

1<sup>st</sup> reading 7-16-2013  
Adopted 7-22-2013