

4340 GRIEVANCE

The Board of Education believes that all noninstructional employees are entitled to have their complaints and grievances examined and settled in ways that are beneficial to both the employee and the school system. Complaints and grievances may develop when an individual believes an injustice exists because of the application of a particular policy or regulation, the presence of certain working conditions, or other related causes.

In order to find satisfactory solutions to complaints or grievances that may arise, the Board of Education has defined a general procedure that shall be used in these matters.

a. The employee shall present his/her complaint or grievance, in writing, to his/her supervisor. If, after consultation, a satisfactory solution cannot be reached, an appeal may next be made to the Chief School Administrator and then to the Board of Education. The decision of the Board of Education is final, unless set aside by some agent or agency in higher authority.

b. On some occasions, the character of the grievance may warrant presentation directly to the Superintendent. This may be done after consultation with the immediate supervisor.

c. When an appeal is made from a decision of the Superintendent to the Board of Education, it must be presented in written form by the employee. It should contain a statement of the complaint or grievance and a record of the action taken on it previously. It should be forwarded by the employee to the Board of Education, through the office of the Board Secretary.

d. All written records of the complaint or grievance and the decisions reached shall be filed in the office of the Superintendent. They shall be held by him/her in strict confidence. This confidence must be respected as a protection to the individual employee's right to privacy.

Adopted: 9 February 2004

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