

Resolution of Staff Complaints for Non-Contracted Bargaining Unit Employees

The following procedure has been established for resolving a grievance filed by a member of the staff:

Step One

The staff member shall present the grievance in writing to his/her immediate supervisor within 15 days of the action *or* incident being grieved. The written statement of the grievance shall contain:

1. The facts upon which the grievance is based,
2. A reference to the policies of the district which have allegedly been violated, and
3. The remedies sought

The staff member shall discuss this grievance claim with his/her immediate supervisor. If the grievance is against an administrator or another staff member, such individual shall be present at the meeting to present the facts. Every effort shall be made to resolve the grievance at this level. If the aggrieved person does not appeal the grievance to the superintendent within 10 days of the aggrieved person's meeting with his/her immediate supervisor, the grievance shall be waived.

Step Two

The superintendent shall, within 4 days of the receipt of the grievant's appeal, meet with the grievant to hear his/her claim. If the grievance is against an administrator *or* another staff member, such individual shall be present at the hearing to present the facts as he/she sees them.

The superintendent shall render a decision regarding the appeal within 10 days of the appeal hearing. If the grievant does not appeal the superintendent's decision *to* the Board through the superintendent within 10 days, the grievance shall be waived.

Step Three

If the grievant appeals his/her grievance to the Board as provided, the Board shall hold a hearing within 10 days to hear the appeal of the superintendent's decision. At the appeal before the Board the grievant may be accompanied by counsel if the grievant wishes. If administrators or other staff are involved, they shall be present at the hearing to present the facts as they see them. The Board shall, within 15 days of the grievance hearing, present its decision with respect to the grievance. The Board's decision as representatives of the electorate of the district shall be considered final.

RSD #400

Adopted: November 1989