

Regulation

GRIEVANCE PROCEDURE

Scope of Application

This grievance procedure may be used by any employee who feels that they have been subject to a violation, misinterpretation, or inequitable application of Board policies, rules and regulations, or administrative procedures. The grievance procedures in contracts between the Board and organized employee groups must be used for all grievances arising under those contracts.

Procedure for Presentation of Grievance

It is desirable that employee problems be resolved at the earliest possible time and at the most immediate level of supervision. The employee may be represented by his/her employee organization at any of the meetings after the complainant has initiated the grievance and completed Step One.

The time limits governing any step of the grievance procedure may be adjusted by mutual consent of the parties concerned or by authorization of the superintendent. The superintendent may extend the time limitation not to exceed five (5) working days.

If it is mutually agreed upon by both parties that any step listed below is not necessary to the presentation of the grievance, then the step(s) may be eliminated from the process.

A. Step One

An employee who has a grievance shall present the matter orally and/or in writing to their immediate supervisor or principal with the authority or responsibility to deal most effectively with the grievance within 20 workdays from the time when the grievant knew or should have known of its occurrence. The employee shall state the remedy sought. If the problem is resolved, or no further action is necessary, the matter shall be closed.

B. Step Two

1. If the grievance is unresolved after Step One, the complainant shall, within 5 working days after the first meeting, file the grievance in writing with the superintendent.
2. The superintendent shall attempt to resolve the matter within 10 working days of the receipt of the written grievance. The superintendent shall communicate his/her decision in writing to the grievant and his/her association within this time line.

C. Step Three

1. If the grievance is unresolved after Step Two, the complainant shall, within 10 working days after receipt of the written decision of the superintendent, notify his/her association that he/she wishes a review by a third party. If the association determines that the matter should be reviewed further, it may initiate arbitration under the procedure set forth in the negotiated collective bargaining agreement Article.

D. Other

All records dealing with processing of a grievance shall be retained in a separate file in the Division of Human Resources. They shall be held in strict confidence as a protection to the individual employee and their right to privacy.

In the event that a conflict exists between the above-mentioned conditions and a negotiated agreement or an individual contract with the Board, then the terms of the negotiated agreement or contract shall take precedence.

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