

DEFINITION OF TERMS.

Grievance: Any claim based upon an event or condition, violates a provision of the negotiated agreement.

Aggrieved Person: Any certificated person making a claim.

Waiver of Grievance: The failure to file a grievance or an appeal of a decision within the specified period of time shall constitute a waiver of the grievance.

If the administration does not respond to the grievance within the required time frame, this shall constitute a denial of the grievance

INFORMAL PROCEDURE.

I. If an employee feels that he or she has a grievance, he or she should first discuss the matter with the principal, or his or her immediate supervisor to whom the employee is directly responsible, in an effort to resolve the problem. The informal discussions shall be held within 14 calendar days of the occurrence, otherwise the grievance shall be waived.

II. Nothing contained in the guidelines for filing an official grievance should be construed as limiting the right of any person with a grievance to discuss the matter informally with any appropriate member of the administrative staff.

FORMAL PROCEDURE.

Step I

I. If an aggrieved person is not satisfied with the disposition of the problem, he or she may submit a claim as a formal grievance in writing, using Grievance Form A, to the principal or his or her immediate supervisor. The filing of the formal grievance must be done no later than fourteen (14) calendar days from either the date of the occurrence of the incident or no later than fourteen (14)

calendar days of the decision rendered if the grievance was made under the informal procedure listed above.

- II. The principal shall meet with the aggrieved person no later than fourteen (14) calendar days from the date he or she receives the request for a formal meeting. The principal shall render a decision and reasons therefore in writing no later than seven (7) calendars days after meeting with the aggrieved person. Grievance Form B shall be used.
- III. An employee who is not directly responsible to a building principal may submit a formal grievance to the superintendent of schools.
- IV. If the principal or the employee's immediate supervisor does not have the authority or the responsibility to address the issue, the principal or immediate supervisory may note this on Grievance Form B

#### Step II

- I. If the aggrieved person is not satisfied with the disposition of the grievance at Step I, he or she may make a written request for a meeting with the superintendent of schools no later than fourteen (14) calendar days after receipt of the decision.
- II. The superintendent of schools shall meet with the aggrieved person and the employee's principal or immediate supervisor, if appropriate, to review the grievance issues. The meeting will be held no later than fourteen (14) calendar days after receipt of a written request for a meeting. A full record of the meeting shall be kept and made available to all parties.
- III. The superintendent of schools shall render a decision and reasons therefore in writing to the aggrieved person no later than seven (7) calendars days after meeting with the aggrieved person. Grievance Form C shall be used.

#### Step III

- I. If the aggrieved person is not satisfied with the disposition of the grievance at Step II, he or she may file, no later than fourteen (14) calendar days, for a review by the board of education.

II. After receiving the written appeal, the board of education shall set a date within thirty (30) calendar days to meet with the aggrieved person, the principal or immediate supervisor if appropriate, and the superintendent of schools to review the grievance issue.

III. The board of education shall render its decision and reasons therefore in writing no later than fourteen (14) calendar days after the hearing with the aggrieved person. Grievance Form D shall be used.

Step IV

I. If the aggrieved person is not satisfied with the disposition of the grievance at Step III, he or she may pursue the matter through the appropriate judicial system.

RIGHT TO REPRESENTATION.

I. The aggrieved person may be represented at all stages of the formal grievance procedure by himself or herself, or by a representative of his or her own choosing. The principal, superintendent of schools, and board of education retain the right of consultation with anyone prior to rendering a decision.

The forms found in AR-4620, Grievance Forms, shall be used for the processing of any grievance.

Legal Reference: 79-2,114  
through Equal Opportunity in  
79-2,124 Education.  
Title IX, 1972 Federal Education  
Amendments, Section 504, 1073 Federal  
Rehabilitation Act, Title VI, VII, 1964  
Federal Civil Rights Act.