

## **GRIEVANCE**

The School Board has developed the following policy. It is not part of the negotiated agreement and the Board reserves exclusive right to interpret or modify its grievance policy, subject only to provisions that the Board has agreed to through the negotiations process.

### Section I:

A "Grievance" shall mean an allegation by a teacher that there has been to him a personal loss, injury, or inconvenience because of a violation, misinterpretation, or inequitable application of the negotiated agreement.

A grievance, to be considered under this procedure, must be initiated by the teacher within ten (10) school days from the time when the teacher knew, or should have known, of its occurrence.

### Procedure

A. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits permits the aggrieved teacher to proceed to the next step.

Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

B. It is understood that the grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievances and any effect thereof have been determined.

C. Any teacher who has a grievance shall generally discuss it first with his/her principal, or immediate superior, in an attempt to resolve the matter informally at that level.

If, as a result of the discussion, the matter is not resolved to the satisfaction of the teacher, within five (5) school days, he/she may set forth his/her grievance in writing to the principal specifying:

1. The nature of the grievance,
2. The nature of extent of the injury, loss or inconvenience,
3. The results of previous discussions,
4. His/her dissatisfaction with decisions previously rendered, and
5. The desired remedy.

The principal or director should communicate his/her decision to the teacher in writing within five (5) school days of receipt of the written grievance.

Descriptor Code: DGA continued

The teacher, no later than five (5) school days after receipt of the principal's or director's decision, may appeal the principal's or director's decision to the district administrator or appropriate designee.

If the grievance is not resolved to the teacher's satisfaction, he/she, no later than five (5) school days after receipt of the district administrator's decision, may request a review by the School Board.

The request shall be submitted in writing through the district administrator who must attach all related papers and forward the request to the School Board. The Board, or a committee thereof, will review the grievance and may, at the option of the Board, hold a hearing with the teacher. A decision should be rendered within five weeks of receipt of the grievance by the Board. The teacher and the supervisor have the right to have a representative present if they so desire.

School Board members, administrators, or teachers shall not discriminate against one another because of the exercise of their rights under this grievance procedure.

Neither the grievance nor the decision shall become a part of the teacher's personnel file.

Legal Ref: Section VI. E. Page 7 of the Salary Schedule Provision