Descriptor Code: DGAA

## EMPLOYEE GRIEVANCE PROCEDURE

The purpose of this policy is to provide a step-by-step procedure that guarantees the right of employees to administrative "due process," to assure fairness and equity. No teacher, employee, or administrator shall discriminate against, coerce or interfere with any teacher, employee, administrator, witness or representative, for his/her involvement in the presentation or adjudication of any grievance.

No action taken under this procedure shall in any way be construed as forfeiting the right to seek redress through the courts.

If any provision of this procedure is or shall at any time become contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.

**Definitions**

* *Grievance* is an allegation by a employee that s/he has been subject to a personal loss, injury, or inconvenience because of a violation, misinterpretation, or misapplication of a specific article, section, or paragraph of the negotiated agreement, employee’s individual work agreement, teacher’s individual contract, or district policy.
* *Day* as used herein shall be considered a school day and the time limits set shall be considered a maximum.
* *Administrator or supervisor* named in this policy (e.g., Superintendent) assumes that his/her designate or deputy may serve in his/her place.

**Time Limit**

A grievance must be initiated within 30 days after the employee knew or should have known the term or condition giving rise to the grievance existed. Failure to timely present the grievance in writing shall be a deemed a waiver of the grievance.

**Conditions**

Failure of the employee to meet any of the deadlines contained in this procedure shall terminate the grievance. Failure of a school supervisor/administrator to respond to the grievance within specified deadlines shall be deemed a denial of the grievance and shall allow the employee to advance the grievance to the next step.

**Procedure**

Meetings held under this procedure shall generally be conducted on non-school time at a place that will afford a fair and reasonable opportunity for all persons proper to be present.

Each step in this procedure is intended to give bona fide consideration to the grievance and is to be a separate review of the facts. Each official to whom the grievance is presented shall issue a decision.

1. Informal Process: The Board encourages the resolution of grievances as near the point of origin as possible. Therefore, an employee with a grievance shall first discuss it with his/her immediate supervisor. However, should such informal process fail to satisfy the employee, then a grievance may be processed as follows
2. Formal Process: An employee may be represented and accompanied by a representative of his/her choosing at any step in this process. The employee filing the grievance must be present at each step in this procedure.
3. The employee who is filing the grievance shall prepare a written statement containing his/her name, address, and telephone number; school building, address, telephone number, and name of principal; the specific contract provision being grieved and why; and the requested remedy. The written grievance must be signed and dated by the grievant.
4. An employee may present the written grievance to his/her immediate supervisor by the deadline contained in the “Time Limit” section of this procedure. The supervisor shall make every effort to resolve the grievance and shall, within 10 days of the filing of the grievance, render a written answer on the grievance.
5. If no agreement is reached or the time limit outlined above elapses without answer, the aggrieved employee may present the written grievance to the superintendent. This step must be initiated within four days of the supervisor's written decision or within fourteen days of the filing of the grievance in the event the supervisor fails to provide a written answer. The superintendent shall either refer the grievance to a designated representative or shall personally work with the aggrieved to seek an equitable solution within 10 days. A written response shall be made to the grievant within the same 10 days. The superintendent's decision is final, subject to court review if the employee files suit.

* DGAA-E, Grievance Form

End of Elgin/New Leipzig Public School Policy DGAA Adopted: July 18, 2018