

**Policy GAE: Staff Complaints and Grievance**

**Status: DRAFT**

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**Staff Grievance Procedure**

Grievances of staff shall be processed according to the following procedures:

1. The grievant must inform orally his/her immediate supervisor of the grievance within five (5) days from the date of the alleged grievance. The grievant and immediate supervisor will attempt to resolve the grievance informally.
2. If the grievance is not resolved and the grievant elects to pursue the issue, he/she within five (5) days after meeting with the immediate supervisor, must file a written statement with the Assistant Superintendent. This statement shall contain the time, place, and nature of the alleged violation of the grievant's rights and shall be signed and dated by the grievant.
3. Within five (5) days, the Assistant Superintendent shall provide his/her decision in writing with supporting evidence and reasons.
4. If the grievant chooses to appeal the decision of the Assistant Superintendent, he/she shall submit, within five (5) days, a written request of appeal to the Superintendent. Within five (5) days, the Superintendent shall provide his/her decision in writing with supporting evidence and reasons.
5. If the grievant chooses to appeal the decision of the Superintendent, he/she shall submit, within five (5) days of the Superintendent's decision, a written request to the Superintendent's office to present his/her grievance before the Board of Education at the next regular meeting or at a special meeting set by the Superintendent.
6. The Board shall render its decision within seven (7) days of the grievant's hearing. The Superintendent shall provide copies of the decision to any parties involved.

A grievance may be withdrawn at any time without prejudice or record.

The following definitions shall apply to this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends or vacation days.

In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.