

## **Staff Complaints and Grievances**

**GBM-R**

In the event a staff member shall have a complaint or grievance, the following procedure will apply.

Grievances shall be processed in a manner which does not interfere with the employee's work or the normal operation of the school.

Grievances shall first be discussed by the person having a grievance or complaint and the immediate supervisor in an informal manner. This meeting should be held as soon as possible after the grievance is identified. Every effort should be made to resolve the grievance on an informal basis. In no event will an employee bypass the immediate supervisor.

In the event that the grievance is not resolved informally, a formal grievance may be lodged, in writing, with the employee's principal or immediate supervisor. The principal or supervisor will provide a written response to the grievance within five working days following receipt of formal grievance notice. Any discussion of the grievance with the supervisor shall be by the employee in his/her own behalf or by the employee accompanied by a fellow employee.

If the decision of the principal or immediate supervisor does not resolve the grievance, an appeal may be made by the aggrieved person to the superintendent who shall investigate the grievance, conferring with the parties involved and other administrative staff, and provide a written response to the aggrieved person within ten working days of receipt of appeal.

If the decision of the superintendent does not resolve the grievance, an appeal may be made by the aggrieved person to the Board within ten working days of receipt of the superintendent's decision. The Board may review all written evidence and conduct an informal hearing with all who have participated in attempts to resolve the dispute at earlier stages.

The decision of the Board will be final.

No reprisals will be taken by the Board or the administration against any grievant or any other participant in the procedure.

All decisions at all levels, except the informal stage, will be in writing setting forth the decision and the reasons for the decision.

Adopted: February 16, 1995