

**EMPLOYEE GRIEVANCES
(PROCEDURE)**

Purpose:

The purpose of this procedure is to secure at the lowest possible level equitable solutions to problems.

Definitions:

A “grievance” shall mean a dispute or disagreement of any kind involving interpretation or application of the terms of this agreement.

The Association – Colcord Association of Classroom Teachers.

The “grievant” is the teacher or teachers asserting a grievance.

The “party in interest” is the grievant or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

Time lines – time line violations of the supervisor shall result in the grievance automatically going to the next level of the procedure. Time line violations of the grievant shall result in the grievance being denied.

“Days” except when otherwise indicated shall mean working days. Example: Grievance files 10:00 am Friday will end in day one at 10:00 am Monday, day two 10:00 am Tuesday, day three 10:00 am Wednesday, etc.

Representative – any person selected by the grievant to witness or represent his/her interest in the grievance process.

Procedure:

Level I

A grievant shall first discuss the grievance individually with his/her immediate supervisor within ten days of the alleged incident or violation with the objective of resolving the grievance informally.

Level II

If the grievant is not satisfied with the disposition of his/her grievance at Level I, he/she may file the grievance in writing within five days of the level I response with his/her immediate supervisor citing the incident or violation alleged to have happened and the remedy sought.

The supervisor shall schedule and hold a formal meeting with the grievant within five days after receipt of the written grievance and shall transmit a written decision to the grievant within five days of the meeting.

EMPLOYEE GRIEVANCES, PROCEDURE (Cont.)**Level III**

If the grievant is not satisfied with the disposition of his/her grievance at Level II and desires to proceed to Level III he/she may file the grievance within five days of the Level II response with the superintendent.

The Superintendent shall schedule and hold a meeting with the grievant within five days after receipt of the written appeal and shall transmit a written decision to the grievant within five days of the meeting.

Level IV

If the grievant is not satisfied with the disposition of his/her grievance in Level III, he/she may file the grievance with five days of the Level III response for transmittal to the Board of Education.

The Board shall hear the grievance at its next regularly scheduled meeting, or special meetings which has been called for that purpose, or within two weeks of receiving the grievance, whichever comes first. The Board shall transmit its written decision to the grievant with five days of the meeting. The grievance shall be heard in the open meeting and written minutes shall be prepared by the Minutes Clerk of the board and by the Association.

Right to Representation:

The grievant and the administration may each be represented by a person of his/her choosing at Levels II, III, and IV.

General Provisions:

1. The Association may file a grievance as the "grievant" when two or more members have the same grievance.
2. Decisions rendered at Levels II, III, IV of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association.
3. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
4. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this agreement.
5. Copies of official grievances, all documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file, not the personnel files of any of the participants.
6. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by reason of such participation.
7. Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
8. All meetings and hearings, with the exception of those at Level IV, under this procedure, shall not be conducted in public and shall include only parties in interest and their selected representatives.
9. Time limits at any level may be extended by mutual agreement, and such agreement shall be reduced to writing and placed in the record for that procedure.
10. Grievances shall not be made a part of the permanent personnel files. By mutual agreement, grievance documents will be removed from an individual's personal files.