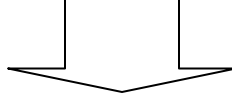




GRIEVANCE PROCESS

Informal Resolution

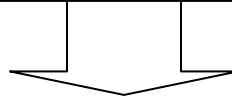
The District encourages resolution of complaints at the lowest possible administrative level. Prior to the time the employee files a formal grievance, the parties are encouraged to attempt to resolve the issues informally. You should first attempt to resolve grievances with your immediate supervisor and as necessary, with the supervisor of your immediate supervisor. If unable to resolve...



Level One

Immediate Supervisor

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form or in the format provided by the District. The grievance must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining. All documentary evidence relied upon by the employee must be submitted at Level One. The principal or supervisor shall hold the conference within 7 days after receipt of the written request. The principal or supervisor shall respond in writing no more than 7 days following the conference. The employee has 7 days after receiving a response to appeal to the next level. The complaint is considered concluded if the employee does not appeal within that time limit. If unable to resolve...



Level Two

Superintendent or Designee

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the grievance. The request shall be in writing on a form or in the format provided by the District and must be filed no later than 7 days following receipt of a written response or, if no written response is received, no later than 7 days after the response deadline. The Superintendent or designee shall hold the conference within 7 days after receipt of the written request. The Superintendent or designee shall respond in writing no later than 7 days following the conference. If during the consideration of the grievance at Level Two the Superintendent or designee determines that additional information may be necessary to render a decision, the time for responding to the employee shall be extended by 7 days. All time limits shall be strictly followed unless modified by mutual written consent. The employee has 7 days after receiving a response to appeal to the next level. The complaint is considered concluded if the employee does not appeal within that time limit. If unable to resolve....



Level Three

Superintendent / Board

If the outcome at the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may request to place the matter on the agenda of a future Board meeting. The request shall be in writing on a form or in the format provided by the District and must be filed within 7 days following receipt of a written response or, if no written response is received, within 7 days of the response deadline. The Superintendent or designee shall inform the employee of the date, time, and place of the meeting. The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.