

4013
Grievance Policy

A. Purpose

The purposes for which these grievance procedures are established are:

1. To reduce the potential areas of conflict among teachers administrators and the Board of Education.
2. To provide communication through recognized channels among administrators, teachers, the Teachers' Association and the Board of Education.
3. To develop improved morale and effectiveness of teachers.
4. To be used as the vehicle in the resolution of complaints alleging discrimination on the basis of sex, race, or handicap.
5. To be used as the vehicle to resolve allegations of sexual harassment.

B. Definition of Terms

1. "Grievance" shall mean a claim based upon an event or condition which effects the terms and conditions of employment of a teacher or group of teachers or the interpretation meaning, or application of any of the policies, rules, regulations, statutes, or professional negotiations, contracts of the School District.
2. "Aggrieved Person" shall mean the teacher or teachers stating the grievance.
3. "Party in Interest" shall mean the aggrieved person, and any other person who might be required to take action, or against who action might be taken, in order to resolve the claim.
4. "Association" shall mean the Central City Education Association.

C. Procedures

1. Level I

- a. If a teacher believes that a grievance exists, the teacher shall first discuss the matter with the teacher's principal in an effort to resolve the problem.
- b. The aggrieved person may have a representative of the Association assist in efforts to resolve the problem with the principal.

2. Level II

STEP ONE

- a. If the aggrieved person is not satisfied with the disposition of the problem, or if no decision has been rendered following five school days after stating the grievance in the informal

procedure, the teacher may submit a claim as a formal grievance, in writing, to the aggrieved person with a copy to the Association and the Superintendent.

- b. The principal shall, within three school days, render a decision and the reasons therefore in writing to the aggrieved person with a copy to the Association and the Superintendent.
- c. A teacher who is not directly responsible to a building principal shall submit a formal grievance claim to the administrator to whom the teacher is directly responsible.

STEP TWO

- a. If the aggrieved person is not satisfied with the disposition of the grievance in Step One, or if no decision has been rendered within three school days, after the presentation of the grievance in writing, the teacher may appeal a written grievance to the Superintendent.
- b. The Superintendent shall act for the administration at Step Two of the grievance procedure. Within ten school days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the aggrieved person for the purpose of hearing and resolving the grievance. The Superintendent shall, within three school days, following the hearing, render a decision and reasons therefore, in writing, to the [last line is missing]

STEP THREE

- a. If the aggrieved person is not satisfied with the disposition of the grievance in Step Two, or if no decision has been rendered within three school days following the hearing with the Superintendent, the teacher may appeal the grievance to the Board of Education.
- b. Within 25 school days after receiving the written appeal, the Board of Education shall meet with the aggrieved person for the purpose of hearing and resolving the grievance. Within five school days after the board hearing on the grievance, the decision of the Board of Education should be rendered in writing with a copy to the aggrieved person and the Association. The decision of the Board of Education shall conclude consideration of the grievance under these procedures.

D. Rights of Teachers to Representation

The aggrieved person may be represented at all stages of the grievance procedure by representative and/or representatives of the Association. When the Association does not represent a teacher, the association shall have the right to be present and to state its views at all stages of the grievance procedure.

E. General Provision

1. If the written grievances are not filed within 30 days after the teacher knew, or should have known of the act of condition on which the grievance is based, the grievance shall be waived.
2. A grievance may be withdrawn in writing at any level without prejudice.
3. No reprisal of any kind shall be taken by the Board of Education, by any member of the administration, or the Association against any party in interest, or any other participant in the against any party in interest, or any other participant in the grievance procedure by reason of such participation.
4. The forms appended hereto may be used for the processing of the grievances.
5. All documents communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
6. If, in the judgment of the PR & R committee, a grievance affects a group of teachers, the PR & R committee may submit such grievance, in writing, to the superintendent directly and the processing of such grievance will commence at Step Two of Level II. The PR & R committee may process such a grievance through all steps of the grievance procedure even though the aggrieved person does not wish to do so.

Adopted on: **November 15, 2010**

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