

EMPLOYEES - Series 400

401 Employees and Internal Relations

401.6 Grievance Procedure

If an employee claims a Board policy or an administrative rule has been violated, within five (5) days of the alleged violation the individual shall first discuss the complaint with his/her immediate supervisor. If the complaint is unresolved at the supervisory level, the employee shall discuss the complaint with the building principal. If the complaint is not resolved, the employee shall next place the complaint in writing within five (5) days of the discussion with the principal, and discuss it with the superintendent. If the complaint continues ten (10) days following the discussion with the superintendent, the employee may ask to have the item placed on the agenda for the next meeting of the Board.

The decision of the Board shall be final.

The purpose of this procedure is to resolve all complaints at the lowest possible administrative level.

This procedure shall not apply to licensed staff, who must follow the grievance procedure outlined in

Adoption Date: January 24, 1983

Review Date: April 11, 2011

Revision Date: December 12, 2000
December 15, 2004

Cross Reference: 1002.5 Citizens' Concerns About School Personnel