

GRIEVANCES FROM STAFF

- When an employee believes there has been a violation or misinterpretation of a District policy or regulation affecting the employee, they may file a grievance. Any District Employee may file a grievance.
- If the issue is part of a law or if the Governing Board does not have authority to act, it cannot be a grievance. The suspension or dismissal of employees is an example of something that is covered by law and cannot be a grievance.

HOW TO FILE A GRIEVANCE:

Informal Level

- *First try to resolve the issue in a conference with your immediate supervisor*
- *This first conference must happen within **10** days of when you knew about the issue*
- *Any additional conferences must take place within **5** days of the first conference*
- *If the issue is not resolved, file a Formal Level I Grievance*

Formal Level I

- *Use **Grievance Form A (GBK-EA)** to file a formal grievance*
- *This form must be given to your immediate supervisor within **15** days of when you knew about the issue.*
- *Within **5** days of receiving your form, the immediate supervisor will give you a written decision using **Form B (GBK-EB)***
- *If the issue is not resolved file a Level II Grievance*

Formal Level II

- *Use **Grievance Form C (GBK-EC)** to file an appeal of your supervisor's decision*
- *Your appeal must be given to the Superintendent within **5** days of when you received your supervisor's decision*
- *Within **5** days of receiving your appeal form, the Superintendent will give you a written decision using **Form D (GBK-ED)***
- *If the issue is not resolved file a Level III Grievance*

Formal Level III

- *Use **Grievance Form E (GBK-EE)** to file an appeal of the Superintendent's decision*
- *Your appeal to the Governing Board must be given to the Superintendent within **5** days of when you received the Superintendent's decision*
- *The Governing Board, at a time of its choosing, will review the appeal and give you a response within **15** days of this review.*
- *The decision of the Governing Board is final*

NOTES:

-A day is any day during which the District conducts business.

-Within the stated time limits, either party may request a personal conference to attempt to resolve the matter.

-Assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it goes to the Governing Board.