

## CHAPTER 6.00 - PERSONNEL

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### **GRIEVANCE PROCEDURE FOR PERSONNEL**

#### **POLICY:**

The Board and the Superintendent recognize that good morale among its employees is necessary. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee or applicant for employment feels that he / she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein.

- (1) Definitions:
  - (a) "Grievance" shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.
  - (b) "Grievant" shall mean any employee/applicant, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
  - (c) "Employer" shall mean the School Board or its representatives.
  - (d) "Day" shall mean a working day.
- (2) Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

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- (3) Released Time - The grievance procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the grievant shall lose no pay.
- (4) Grievance Procedures:
  - (a) Informal discussion - If an employee or applicant for employment believes there is a basis for grievance, he or she shall discuss the grievance with his or her immediate supervisor (except in the case of discrimination or harassment allegations involving the supervisor, in which case they shall report to the Equity Coordinator within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which sixty (60) days will be allowed. The Supervisor shall send a written statement of the discussion to the Equity Coordinator or the Equity Coordinator shall record the discussion with the grievant and/or arrange a meeting between the supervisor and grievant. The Equity Coordinator will correspond with the Supervisor regarding the written statement.
  - (b) Level one - If the grievant is not satisfied with the informal resolution he or she may, within ten (10) days, file a formal grievance on the proper form and deliver it to his or her immediate supervisor or alternate. The Supervisor or alternate shall communicate his or her answer in writing to the grievant within ten (10) days after receipt of the complaint. Class grievances involving more than one (1) supervisor as well as grievances involving an administrator above the building level may be filed by the grievant at level two. A copy of the level one written grievance shall be sent to the Equity Coordinator who will be responsible for investigating the grievance.
  - (c) Level two - If the grievant is not satisfied with the resolution at level one he or she may, within ten (10) days of the answer, file a copy of the grievance with the Superintendent. Within ten (10) days of receipt of the grievance the Superintendent shall indicate his or her disposition in writing to the grievant.

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- (d) Board appeal - If the grievant is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.
- (5) Confidentiality and protection from retaliation will be provided to the extent possible to any employee, student, applicant or affected party to alleges discrimination or harassment.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED:

447.401, 1001.43, 1001.49, 1012.22, 1012.27, F.S.

History:

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