

# Grievance Procedures

The Jackson County Board of Education recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interest of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The following grievance procedure has been adopted as a means to examine and resolve possible problems that relate to the administration of personnel policies of the school district.

## Definitions

“Grievance” is a claim or dispute concerning the interpretation, application, or claimed violation of the personnel policies of the school district. Other matters for which other means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. A grievance does not include matters involving the Board’s right to establish educational policy and prescribe rules and regulations for the conduct and management of the schools.

Employees covered by this procedure shall mean permanent employees of the Board.

Immediate supervisor is that employee possessing administrative authority to direct the activities of the grievant.

## Procedure

All grievances shall be handled in accordance with the following procedure:

**INFORMAL** Hopefully, most grievances can be resolved informally and at the most immediate administrative level. With this objective in mind, simple, honest, and straightforward communication is encouraged among the employee, the principal, and the superintendent. An employee who feels that he/she has a grievance should present the matter orally to the immediate supervisor or whoever is in a position to deal most effectively with the problem. The immediate supervisor shall hear and attempt to resolve the grievance within five days from the time presented and advise the grievant of the decision within forty-eight hours thereafter. If the grievance is resolved, or if no further action is needed, the matter is closed. If an employee feels that his/her grievance has not been resolved, he/she may resort to the formal procedure as outlined below.

## FORMAL

Step 1. Any employee shall promptly present to his/her immediate supervisor, the grievance in writing. Such notice shall be presented not later than five working days following the conclusion of the informal grievance procedure. The employee and his/her immediate supervisor shall again attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee in writing within five working days following the

date of submission. If the grievance is not submitted within the time prescribed, the employee shall be deemed not to have any further right with respect to said grievance.

Step 2. In the event the employee wishes to appeal the decision at Step 1, the appeal must be presented in writing to an administrative officer of higher rank than the employee's immediate supervisor. Such appeal shall be within five working days of the receipt of the Step 1 decision. Such appeal shall contain a statement of the grievance and specific references to the section of the Board's personnel policies, which the employee claims to have been violated. The administrative officer shall schedule a meeting with the employee as promptly as is reasonably possible to attempt to resolve the grievance. At this conference, the employee may appear alone or may be accompanied by any person of his/her choice. Notice of the conference shall also be given to all parties involved in the alleged grievance. The administrative officer shall issue a written decision to the employee within five working days after the conference. Unless the grievance shall be so appealed, it shall be deemed to have been settled, and the employee shall have no further right with respect to said grievance.

Step 3. In the event the employee wishes to appeal the decision at Step 2, the appeal must be presented to the Superintendent in writing, within five working days of the receipt of the Step 2 decision. A copy of the Step 3 appeal, together with decisions from Step 1 and Step 2 and the name of the accompanying individual, if any, must simultaneously be submitted to the Superintendent. The Superintendent shall schedule a meeting with the employee within ten working days to attempt to resolve the grievance. Notice of the Step 3 conference shall be given to the employee, as well as to the individuals who rendered the Step 1 and Step 2 decisions. The Superintendent shall issue a written decision within ten working days after the conference with the employee. Unless the grievance shall be so appealed, it shall be deemed to have been settled, and the employee shall have no further right with respect to said grievance.

Step 4. In the event the employee wishes to appeal the decision at Step 3, the appeal must be presented to the Superintendent as secretary of the Board within five working days of the receipt of the Step 3 decision. A copy of the Step 4 appeal, together with copies of the grievance, the Step 1, Step 2, and Step 3 decisions, and the name of the representative of the employee, if any, must simultaneously be submitted to the Superintendent. The employee's appearance to present his/her appeal before the Board of Education will be scheduled in accordance with regular procedures adopted by the Board. The employee may appear alone at this conference or be accompanied by counsel of his/her own choice. The Board shall issue a written decision within thirty days after the conference with the employee.

The decision of the Jackson County Board of Education shall be final unless the grievant decides to appeal to the courts or to utilize any other duly recognized procedure established by law.