

Timberlane Regional School District	Procedure Code: GBK - R
Adopted: 06-09-83 Revised: 04-04-91 Revised: 02-24-05 Revised: 11-10-16	Page 1 of 1

EMPLOYEE COMPLAINTS AND GRIEVANCES

Employees who are part of a collective bargaining agreement with the School Board who present a grievance will follow the process outlined in their respective agreements. This procedure shall apply to an employee, other than a member of a bargaining unit, who asserts that there has been a violation, misinterpretation or inequitable application of district policies, regulations and procedures, existing laws or other actions that adversely and directly affect the employee personally and/or his/her work.

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because s/he filed a complaint.

Procedures

Complaints will be processed according to the step-by-step procedures outlined below:

1. Working Site Level (Step 1)
 - a. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing signed by both parties and submitted to the immediate supervisor.
 - b. Within five (5) workdays of receiving a written complaint, the immediate supervisor will render a decision in writing to the complainant and the person or persons originally involved in the complaint.
2. Site Level (Step 2)
 - a. Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision in writing to the appropriate principal.
 - b. The principal will within ten (10) work days of receipt of the appeal, investigate and render a decision in writing to the complainant, the immediate supervisor and to the person or persons originally involved in the complaint.
3. District Level (Step 3)
 - a. Within five (5) workdays after receiving the decision at step 2, the complainant may appeal the decision, in writing to the Superintendent or his/her official designee.
 - b. The Superintendent or his/her official designee will within ten (10) work days of receipt of the appeal, investigate, and render a decision, in writing to the complainant, the principal or immediate supervisor and to the person or persons originally involved in the complaint. The Superintendent's decision will be final.