

POLICY RELATING TO PERSONNEL MANAGEMENT

STAFF COMPLAINTS AND GRIEVANCES

The District shall encourage all employees to solve difficulties and problems within the school or department in which they are employed. In the event that a difficulty or grievance cannot be settled within the school or department, the employee shall be encouraged to bring the matter to the attention of the Superintendent, or designee.

The District shall provide procedures to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to grievances, and to guarantee orderly succession of procedures within which solutions shall be pursued. School personnel shall be encouraged to ask their immediate supervisor for assistance on any matters that relate to their duties. It shall be incumbent upon all District employees to follow this policy to settle their grievances.

Within this general framework the following specific purposes shall be served by this grievance policy:

1. To ensure that a complaint is considered with all due speed, and without prejudice or reprisal to the aggrieved person
2. To encourage expression by employees regarding conditions that affect him or her professionally
3. To provide a specific procedure which shall facilitate the understanding of District policies that affect employees
4. To build confidence in the sincerity and integrity of the procedure as a means to establish the facts upon which a grievance is based and a fair conclusion is reached
5. To comply with all grievance procedures included in negotiated agreements

First Reading: 04/10/95

Second Reading: 05/09/95

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