

# **402.05R1 Grievance Procedures for Classified Employees**

Friday, August 11, 2023

## **GRIEVANCE PROCEDURE FOR CLASSIFIED EMPLOYEES**

Any classified employee who has a work-related grievance or who is making a formal report of a situation involving sexual harassment should, within ten days (10) following the occurrence of the situation, first discuss the nature of the grievance with his/her supervising administrator. If not satisfied with the suggested resolution of the problem, the employee shall, within five (5) working days of having received the administrator's decision, send a written grievance to the superintendent of schools.

Upon receiving the written grievance, the superintendent of schools shall, within ten (10) working days, meet with the employee and attempt to resolve the grievance. If not satisfied with the superintendent of schools decision, the employee shall, within ten (10) working days, request in writing to the superintendent of schools that a board of education committee be convened to hear the grievance.

The superintendent of schools shall, within fifteen (15) working days, schedule a meeting for the board committee to hear the grievance. Said meeting will be held in closed session, unless the employee requests a public hearing, and will be attended by the superintendent of schools, the supervising administrator, the employee and, at the employee's discretion, an advocate for the employee. The board committee will render a decision at the meeting, and said decision will terminate the grievance procedure.

If more than one employee has a grievance of similar nature, they may, as a group, invoke the grievance procedure described above.