



Policy of the Board of Trustees

G Series

GBK

EMPLOYEE COMPLAINTS AND GRIEVANCES

A "grievance" shall mean a complaint by a staff member that there has been to him/her a misapplication or misinterpretation of the personnel policies.

Step 1: An employee who has a grievance shall discuss it first with the Principal in an effort to resolve the matter informally at that level. The Principal shall advise the employee of his/her decision in writing within five (5) workdays. Exception: If the grievance pertains to the Principal, the grievance shall be presented directly to the Chairman of the Board of Trustees.

Step 2: The grievant may appeal the decision to the Chairman of the Board of Trustees within five (5) workdays after the receipt of the decision of the Principal. The appeal to the Board of Trustees must be made in writing and must specify:

1. The nature of the grievance;
2. The results of previous discussions of the grievance;
3. His/her dissatisfaction with the decision previously rendered; and
4. Remedy sought.

The Board of Trustees shall review the grievance and, at its option may hold a hearing with the grievant. If the Board does hold a hearing, its decision shall be final and binding.

1st Reading: October 20, 2011

2nd Reading: December 15, 2011

Adoption: January 24, 2012

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