

MOBILE COUNTY PUBLIC SCHOOL SYSTEM

P. O. Box 180069
MOBILE, ALABAMA 36618

GRIEVANCE

STEP I

STEP II

STEP III

STEP IV

Supervisor

Employee Relations

Superintendent

Superintendent
as Secretary of Board

Send the original to the individual at the step indicated. Send a copy to the Supervisor or Grievant on Appeals and retain a copy for your records. (Grievant completes section A and B)

(A)

TO: _____

FROM: _____

SCHOOL/DIV: _____

TITLE: _____

(B)

DATE OF INCIDENT: _____

REPRESENTATIVE: _____

GRIEVANCE/APPEAL: _____

PROPOSED RESOLUTION: _____

DATE SUBMITTED: _____

SIGNATURE: _____

(C)

DISPOSITION OF GRIEVANCE:

CONFERENCE / HEARING DATE: _____

DATE DECISION TO GRIEVANT: _____

DECISION: _____

SIGNATURE: _____

Either party may appeal the decision to the next step in the grievance procedure

Original Decision to the Grievant or Supervisor (on appeals), Copy to the Supervisor or Grievant, Human Resources and to the Superintendent

Grievant _____

Supervisor _____

Human Resources _____

Superintendent _____

Step I: File within 30 days of incident to supervisor, conference within 15 days (+10 for emergency), disposition report within 5 days. (Days are work days)
Step II: Appeal within 10 days, schedule meeting or hearing within 30 days of receipt, disposition report within 15 days of meeting/hearing.
Step III: Appeal within 15 days, review of hearing proceedings and documentation within 15 days of receipt, disposition statement within 15 days of review.
Step IV: Appeal within 10 days, submitted to Board within next 3 bi-monthly meetings, disposition within 3 bi-monthly meetings of date of submission to Board, notification within 15 days of decision.