

## CERTIFIED STAFF GRIEVANCE PROCEDURE

A school district's policy on grievances is essential to the satisfactory solution of personnel problems. In fact, procedures for handling grievances have been described as the "heart" of personnel policies because their effectiveness determines in a large measure how well the policies of a school are observed. The grievance procedure provides a day-to-day test of the adequacy of performance in implementing policies, rules, and regulations and the Code of Ethics of the Educational Profession.

The following terms used in this policy are defined as follows:

- a. Grievance - claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of an employee or group of employees, and/or the interpretation, meaning, or application of any of the policies, rules, regulations, or professional negotiations contracts of school districts.
- b. Aggrieved Person - person or persons making the claim.
- c. Party in Interest - person or persons making the claim, and any person who might be required to take actions, or against whom action might be taken, in order to resolve the claim.
- d. Association - Wakefield Education Association.
- e. PR & R Committee - Professional Rights and Responsibilities Committee of Wakefield Education Association.

The broad purposes of machinery from grievance adjustment in a public school system are:

- a. Unobstructed communication with respect to alleged grievances without fear of reprisal.
- b. Reduction of the potential areas of conflict among staff members and administrators and Board of Education.
- c. Two-way communication through recognized channels among administrators, staff members, local professional associations, and Board of Education.
- d. Development of improved morale and effectiveness of staff members.
- d. Encouragement of employee expression regarding conditions that affect that employee.

### Procedures

- a. Level I. (Informal)
  - 1) If an employee feels that they have a grievance they must first discuss the matter with the appropriate principal or superintendent to whom the teacher is directly responsible in an effort to resolve the problem. Grievances must be initiated within ten (10) working days after an alleged grievance is known by the aggrieved person.
- b. Level II. (Formal)
  - 1) Step One

- aa. If an aggrieved person is not satisfied with the disposition of their problem, or if no decision has been rendered after seven (7) days through the informal procedure, the teacher may submit their claim as a formal grievance, in writing, to the appropriate principal and retain a carbon copy of the said grievance for themselves.
- bb. Within six (6) school days a decision will be rendered by the principal and the reasons therefore in writing to the aggrieved person.
- cc. An employee who is not directly responsible to a building principal may submit the formal grievance claim to the administrator to who the teacher is directly responsible. Said administrator shall carry out the aforementioned responsibilities.

2) Step Two

- aa. Within three (3) school days after receiving the results of step one (bb), the aggrieved person may file a written appeal for a hearing by the superintendent of schools.
- bb. The superintendent of schools, or authorized representative, shall act for the administration at step two of the grievance procedure. Within fifteen (15) days after receipt of the written appeal for a hearing by the superintendent, the superintendent shall meet with the aggrieved person and representative of the teacher's own choosing, for the purpose of resolving the grievance. Within fifteen (15) school days, a decision shall be rendered by the superintendent and reasons therefore, in writing, to the aggrieved person.

3) Step Three

- aa. After the aggrieved person has received a copy of the superintendent's decision and gives notice of appeal, such appeal shall be put on the agenda for the next regular board meeting.
- bb. The Board will hear the grievance at the next regular board meeting and will promptly notify the employee in writing of its decision within fifteen (15) days.

4) Rights of Teachers to Representation

- aa. Any party in interest may be represented at all stages of the grievance procedure by themselves or by a chosen representative.

5) Other Considerations

- aa. No reprisals of any kind will be taken by the Board, or by any member of the administration, or any other participant against any party in interest in the grievance procedure by reason of such participation.
- bb. Informal rules of evidence will be used and any item within the official records of the school may be judicially noticed by the decision maker.