

REGULATION

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 4118.3/4218.3

GRIEVANCES PROCEDURES

Scope of Application

This grievance procedure may be used by any employee who feels that there has been a violation, misinterpretation, or inequitable application of board policies, rules and regulations, or administrative procedures. The grievance procedures in contracts between the board and organized employee groups must be used for all grievances arising under those contracts.

Procedure for Presentation of Grievance

It is desirable that employee problems be resolved at the earliest possible time and at the most immediate level of supervision. The employee may be represented by his/her employee organization at any of the meetings after the complainant has initiated the grievance and completed step one.

The time limits at any step of the grievance procedure may be adjusted by mutual consent of the parties concerned or by authorization of the chief school administrator. The chief school administrator may extend the time limitation not to exceed five working days.

If it is mutually agreed upon by both parties to the grievance that any step listed below is not necessary to the presentation of the grievance, then the step(s) may be eliminated from the process.

A. Step one

An employee who has a grievance shall present the matter orally and/or in writing to the immediate supervisor or chief school administrator with the authority or responsibility to deal most effectively with the grievance. The employee shall state the remedy sought. If the problem is resolved, or no further action is necessary, the matter shall be closed.

B. Step two

1. If the grievance is unresolved after step one, the complainant shall, within five working days after the first meeting file the grievance in writing with the chief school administrator.
2. A meeting shall be scheduled within 10 working days of the receipt of the written grievance. The chief school administrator, his/her designee, all other relevant administrators and participants requested by the complainant shall be notified of the meeting date.
3. A decision shall be made within 5 days from the meeting and the complainant notified of the decision in writing within 10 working days. If the problem is resolved, or no further action is requested, the matter shall be closed.

C. Step three

1. If the grievance is unresolved after step two, the complainant shall, within five working days after receipt of the written decision of the chief school administrator file the grievance in writing with the board of education.
2. The chief school administrator and the complainant shall prepare a written review of the grievance for the board or its designated board committee at least five working days prior to the date set for board review.
3. At the board review the board/board committee shall determine if the grievance shall be heard by the board or referred to the chief school administrator for final resolution. The complainant shall be notified of this decision in writing within 10 working days of the board review. If it is the decision of the board to hear the grievance this notice shall include the date of the hearing. The chief school administrator, his/her designee, all other relevant administrators and participants requested by the complainant shall be notified of the meeting date.
4. After the meeting to hear the grievance, the complainant shall be notified in writing of the board decision within 31 days from the hearing. If the problem is resolved, or no further action is requested, the matter shall be closed.

D. Other

All records dealing with processing of a grievance shall be retained in a separate file in the office of the chief school administrator of schools. They shall be held in strict confidence as a protection to the individual employee and in respect to the right to privacy.

Comment: This is not a legally required regulation but it is a regulation that is monitored during QSAC. This is a district sample and not a model regulation for your review.

Date adopted: 8/29/11