GRIEVANCE PROCEDURE

POLICY ACA: NON-DISCRIMINATION

POLICY ACB: ENVIRONMENT FREE OF SEXUAL HARASSMENT

A. Purpose:
   It is the policy of the school board that problems arising out of policies AC and ACA be resolved informally, if possible. However, this formal grievance procedure is available without fear of discrimination because of its use.

B. Definition:
   1. A "grievance" is any alleged violation of policy AC or ACA.
   2. An "aggrieved person" is the individual who submits the grievance.

C. Procedure:
   Step 1: The aggrieved person is requested to discuss his grievance with the person involved in an attempt to resolve the matter informally.

   Step 2: If as a result of informal meeting(s) the matter is not resolved satisfactorily, the aggrieved person may within twenty (20) school days after the alleged policy violation present his/her grievance in writing to the Chairman of the Grievance Committee c/o the Superintendent of Schools Office specifying the nature of the grievance and date (s) of occurrence and the remedy sought.

   Step 3: The Grievance Committee shall have four members -- two men and two women -- appointed annually.

      a. Two Mont Vernon school employees appointed by the Mont Vernon Education Association
      b. One Mont Vernon school employee appointed by the Superintendent of Schools
      c. The Superintendent of Schools

   The Grievance Committee shall make every effort to investigate and resolve the matter as quickly as possible but within a period not to exceed twenty (20) days from the receipt of the written grievance. The Grievance Committee shall communicate its decision including any corrective action to be taken in writing to the aggrieved person.
ACA-R & ACB-R

Step 4: If the aggrieved person is not satisfied with the decision of the Grievance Committee, he/she may request a review by the school board within ten (10) days after receiving the committee’s decision. The school board will render a decision within forty (40) days of receipt of the appeal, after hearing all the evidence in the case.

Step 5: Appeal from the school board decision may be brought within ten (10) days to the New Hampshire Commission for Human Rights. The appeal to the Commission must be received no later than one hundred (100) days after the alleged discrimination or harassment occurred.

ADOPTION: October 1994