

**SOUHEGAN Policy**

**GBK**  
Also GBK-R

**STAFF COMPLAINTS AND GRIEVANCES**

The board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of board policies and administrative regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the board.

**ADOPTION: May 1991**

## STAFF COMPLAINTS AND GRIEVANCES PROCEDURE

A complaint is an assertion by an employee or a group of employees that there has been a violation, misinterpretation, or inequitable application of district policies, regulations and procedures, existing laws, or other actions that adversely and directly affects the employee personally in his or her work.

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time, and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because the employee filed a complaint. Complaints, grievance correspondence, and decisions shall be kept in a separate grievance file in the superintendent's office.

An employee has the right to have a representative of choice present when processing a complaint or grievance at any level.

### Procedures

Complaint will be processed according to the step-by-step procedures outlined below:

#### 1. School Level 1

- a. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved it will be reduced to writing, using the Employee Grievance Form, and submitted to the immediate supervisor.
- b. Within ten workdays of receiving the complaint, the immediate supervisor will render a decision, in writing, to the complainant and the person or persons originally involved in the complaint.

#### 2. School Level 2

- a. Within five workdays after receiving the decision at Step 1, the complainant may appeal the decision, in writing, to the principal.
- b. The principal will, within 10 workdays of receipt of the appeal, investigate and render a decision, in writing, to the person or persons originally involved

in the complaint.

3. Superintendent Level 3

- a. Within five workdays after receiving the decision at Step 2, the complainant may appeal the decision, in writing, to the Superintendent, or official designee.
- b. The superintendent, or official designee, will, within 10 workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the principal, or immediate supervisor, and to the person or persons originally involved in the complaint.
- c. The superintendent will notify the board of any grievance settled at the superintendent's level.

4. School Board Level 4

- a. Within five workdays after receiving the decision at Step 3, the complainant may request review of the decision by the board.
- b. The board will schedule the matter for review within 20 workdays following receipt of the appeal. The board will render a decision within 10 workdays after the review and such decision will be deemed final; however, the staff member may seek legal counsel and take legal action beyond this level.

**ADOPTION: May 1991**  
**REVISION: November 1995**

STAFF MEMBER GRIEVANCE REPORT FORM

To: \_\_\_\_\_  
(Name of Principal or Supervisor)

SOUHEGAN HIGH SCHOOL  
Complete in triplicate with copies to:  
1. Principal  
2. Superintendent  
3. Teacher

\_\_\_\_\_  
Name of Grievant

\_\_\_\_\_  
Date Filed

**SCHOOL LEVEL 1**

1. Statement of Grievance (Include the specific violation or condition with proper references to school board policy). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Relief Sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

Answer given by immediate supervisor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**SCHOOL LEVEL 2**

Date received by Principal: \_\_\_\_\_

Answer given by Principal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

Position of Grievant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**SUPERINTENDENT LEVEL 3**

Date submitted to Superintendent: \_\_\_\_\_

Answer given by Superintendent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

Position of Grievant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**SCHOOL BOARD LEVEL 4**

Date submitted to Superintendent: \_\_\_\_\_

Answer given by Superintendent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

Position of Grievant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date