

District: Greenville Public School District
Section: G - Personnel
Policy Code: GAE - Staff Complaints and Grievance

STAFF COMPLAINTS AND GRIEVANCES

As the primary means of solving staff complaints and grievances, the board expects each administrator to:

- (1) discover and practice effective means of resolving differences that may arise among employees and administrators;
- (2) reduce potential reasons of complaints and grievances; and
- (3) establish and maintain recognized channels of communication between the staff, administration, and board.

When and if the primary means fail, the administration shall have established and the board shall have approved formal procedures for the prompt and equitable adjustment of serious grievances. In this context, a serious grievance shall be defined as:

A disagreement involving the work situation in which one individual or group of individuals believes that an injustice has been done because of a lack of policy, deviation from, or misapplication, or interpretation of a policy or contract. Policies dictated by law are not included in this definition.

Such procedures shall provide for the resolution of grievances at the lowest possible administrative level and for ultimate appeal of any unresolved grievance to the board. In the resolution of grievances, hearing at all administration levels shall be:

1. Conducted in the presence of the administrator who made the ruling which is the subject of the grievance and the presence of any other staff member personally involved.
2. Held only after due written notification to all persons concerned.
3. Free from interference, coercion, restraint, discrimination, or reprisal.
4. Held in private, with only the persons involved and/or their representatives present.
5. Summarized in writing or on tape, with an official record kept for the district.

At all hearing levels, the employee or an employee group involved shall at his/her own expense, have the right to be represented by legal counsel. Either party to the dispute shall have the right to call and cross-examine witnesses.

Reasonable time limits, as set forth in the procedures for implementing this policy shall be observed by the person or group presenting the grievance, by the administration, and by the board. No employee shall suffer a reprisal or reduction in status as a result of having presented a grievance for review or of having represented an employee in a grievance.

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

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