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Statement of.....

Policy and Responsibility

SUBJECT: SPECIAL PROVISIONS: PROFESSIONAL GRIEVANCE PROCEDURE –
ARTICLE X

- 10-1. Definition: A grievance is any claim by the teacher association with the majority of teacher membership or a Teacher of an alleged misapplication of this Agreement or established written Board policy.
- 10-2. Purpose and clarification of procedure: The purpose of this grievance procedure is to secure, at the lowest possible administrative level, prompt and equitable solutions to problems which may arise.
 - 10-2-1. Nothing herein contained will be construed as limiting the right of any Teacher having a grievance to discuss the matter informally with any appropriate member of the District administration of his choice. No adjustment of any grievance shall be inconsistent with the terms of this Agreement or other established written Board policy and no adjustment of any formal grievance shall be made without notification of the teacher association with the majority of teacher membership and opportunity for an Association representative to be present.
 - 10-2-2. The Board and the teacher association with the majority of teacher membership shall have the opportunity of having their representatives present at any step in the grievance procedure beyond Step One hereinafter set forth. Written notice of any grievance which goes beyond Step One shall immediately be given to the teacher association with the majority of teacher membership by the Teacher.
 - 10-2-3. Upon request of the Teacher, the teacher association with the majority of teacher membership representatives may act in behalf of the Teacher at any point beyond Step One.
 - 10-2-4. The number of days indicated with respect to each step shall be observed strictly but may be extended or shortened by written mutual agreement of the parties. In the event a grievance is filed after May 15, of any year, the parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
- 10-3. The steps for processing the grievance procedure shall be:

10-3-1. Step One - In the event that a Teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building Principal with the objective of resolving the matter promptly and informally. This must be done within fifteen school days after the date the Teacher becomes aware of the alleged grievance.

10-3-2. Step Two - If, as a result of the informal discussion with the building Principal, a grievance still exists, the Teacher may invoke the formal grievance procedure by submitting his grievance in writing to the building Principal.

Within five school days after receipt of the written grievance, the Principal shall meet with the Teacher in an effort to resolve the grievance. The Principal shall indicate his disposition of the grievance in writing within five school days after such meeting, and shall furnish a copy thereof to the Teacher.

10-3-3. Step Three - If the Teacher is not satisfied with the disposition of the grievance, or if no disposition has been made within five school days after such meeting (or ten school days from the date of filing, whichever shall be later) the written grievance shall be transmitted to the Superintendent by the Principal.

Within five school days after the receipt of such written grievance, the Superintendent shall meet with the Teacher and shall decide the disposition of the grievance in writing within five school days after such meeting, and shall furnish a copy thereof to the Teacher.

10-3-4. Step Four - If the Teacher is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made within five school days following such meeting (or ten school days from the date of filing of the written grievance with the Superintendent, whichever shall be later), the grievance may be submitted to the Board.

10-3-5. The Board will review the grievance within thirty calendar days from the date that the Superintendent received the written grievance, and written notification of the decision rendered by the Board will be sent to the Teacher and the teacher association with the majority of teacher membership.