

## STAFF COMPLAINTS AND GRIEVANCES

The Board of Education recognizes that staff complaints and grievances regarding work rules arise from time to time. In many instances, the complaint process is covered by collective bargaining agreements, and in those instances, the grievance procedure outlined in the agreement shall be used. In order to address staff complaints not covered by bargaining agreements, and/or for those employees not covered by such an agreement, the Board establishes this policy. The Board acknowledges that staff members have the right to present complaints and grievances in accordance with the established procedures free from coercion, interference, restraint, discrimination or reprisal.

The district shall implement a multi-stage grievance procedure and an appellate stage for the settlement of grievances pursuant to the General Municipal Law.

This policy and regulation shall be filed with the District Clerk and the State Civil Service Commission within 15 days of adoption and/or amendment, as required by law.

Staff complaints that are not covered under the General Municipal Law, or cannot be resolved under procedures of policies 0100, Equal Opportunity and Nondiscrimination or 0110, Sexual Harassment, shall be subject to the discretion of the Board of Education as to the method by which the complaint may be brought.

Cross-ref: 0100, Equal Opportunity and Nondiscrimination  
0110, Sexual Harassment

Ref: General Municipal Law, Article 15-c  
Civil Service Law, Article 14  
*Matter of Gatje*, 24 EDR 191 (1984)

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## STAFF COMPLAINTS AND GRIEVANCES REGULATION

It is the Board's intention to work toward resolving complaints and grievances at the level closest to their origin and to take reasonable steps to avoid litigation. Generally, the procedure outlined below should be followed.

### *Definitions*

1. *Grievant* shall mean an employee who alleges a complaint or grievance.
2. *Grievance* shall mean any alleged violation of laws, regulations, rules or governing procedures which relates to employee health or safety, physical facilities, materials or equipment furnished. It does not include complaints regarding compensation or benefits.

This regulation and accompanying policy (9140.1) provide complaint and grievance procedures for those employees not covered by collective bargaining agreements or whose negotiated agreements do not include complaint and grievance procedures. The resolution of staff complaints and grievances shall be dealt with in the following manner:

### *Stages*

#### *A. Stage I--Supervisor*

1. Within 30 calendar days after the events giving rise to the complaint or grievance, the grievant shall present the complaint or grievance orally to their supervisor. The supervisor may informally discuss the complaint or grievance with the grievant. He/She shall promptly investigate. All employees of the school district shall cooperate with the supervisor in such investigation.
2. Within 10 business days of the receipt of the complaint or grievance, the supervisor shall make a finding in writing that there has or has not been a violation of the applicable work rule or other governing procedure. In the event the supervisor finds that there has been a violation, he/she shall propose a resolution of the complaint or grievance.
3. If the grievant is not satisfied with the finding of the supervisor or with the proposed resolution of the complaint or grievance, the grievant may, within 10 business days after he/she has received the report of the supervisor, file a written request for review by the Superintendent of Schools.

#### *B. Stage II--Superintendent of Schools*

1. The Superintendent may request that the grievant, the supervisor, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the complaint or grievance and the facts surrounding it.
2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may

appear and present oral and written statements supplementing their position in the case. The grievant may be accompanied by representation. Such hearing shall be held within 15 business days of the receipt of the appeal by the Superintendent.

3. Within 10 business days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of the applicable work rule or other governing procedure and a proposal for equitably resolving the complaint or grievance.
4. If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within 10 business days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

*C. Stage III--Board of Education*

1. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
2. The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within 15 business days of the receipt of the request of the grievant. All parties concerned shall have the right to present further statements and testimony at such hearing.
3. The Board shall render a decision in writing within 10 business days after the hearing has been concluded. The Superintendent or designee shall provide the written decision to the grievant in person or by postal mail.

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