

Staff Concerns/Complaints/Grievances

Employee grievance procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Individual or group grievances of employees shall be resolved as follows:

Step 1. The grievance shall first be presented in writing to the administrator having responsibility over the work of the employee involved in the grievance. The administrator shall render a written decision within 10 working days. The decision of the administration shall become final unless the employee appeals to the superintendent within 10 working days after receiving the administrator's decision.

Step 2. If the grievance is not solved at Step 1, the employee then may present the grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of a written grievance and shall render a decision within 10 working days of the hearing. The decision of the superintendent shall become final unless the employee appeals to the Board of Education within 10 days after receiving the superintendent's written decision.

Step 3. If the grievance is not solved at Step 2, the employee then may request a hearing before the Board of Education, which will be held at the next regularly scheduled meeting of the Board. The decision of the Board shall be final and shall be made in writing 15 working days of the hearing.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any supervisor or administrator in the school system.

Approved: February 10, 1981

Revised: October 12, 2010

Swink School District #33, Swink, Colorado