

Lane Education Service District Policy

Code: **GBM**
Adopted: 12/03/96
Readopted: 9/25/01, 9/23/08
Orig. Code(s): GBM

Grievance Procedures

The intent of this procedure is to facilitate the resolution of employee grievances and complaints. The purpose is to contribute to good human relations in the workplace, to maintain good employee morale and to achieve maximum efficiency within the organization.

The following procedures may be initiated by an employee in the event he/she believes employee personnel policies are not administered in accordance with the intent of the policy or to address employee grievances and complaints not covered by Board policy, administrative rule or collective bargaining agreement:

1. A grievance shall be considered as timely if presented within 30 calendar days of occurrence; or of the first date upon which the employee knew; or upon the exercise of reasonable diligence could have known of such occurrence;
2. It is the intent of Lane ESD that differences be resolved at the lowest possible level and in all cases other than suspension or termination, the employee shall continue to carry out the regularly assigned duties;
3. Any grievance shall proceed through the following steps:
 - a. Step 1 - An attempt shall be made to resolve the grievance by informal discussion between the employee and the supervisor. The supervisor has 14 calendar days in which to respond;
 - b. Step 2 - At the end of this time, if the supervisor has not responded or if a decision has not been reached which is satisfactory to the parties, the employee has 14 calendar days to present the grievance in writing to the service area.

The written grievance shall include all the known facts, the written policy alleged to have been violated and the corrections sought.

The service area will reply in writing to the employee within 14 calendar days after receipt of the written grievance.

- c. Step 3 - If a decision has not been reached which is satisfactory to the parties, the employee may, within 14 calendar days of receipt of the service area's answer or lack of response, refer the grievance to the superintendent. The parties shall meet within 14 calendar days and shall put in writing any settlement worked out and send it to all parties. If no settlement is reached at the superintendent level, then the question shall be referred in writing to the Board;
 - d. Step 4 - If no resolution is reached at Step 3, the grievant may refer the grievance to the Board within 14 calendar days. The Board shall afford an opportunity for all parties related to the grievance to present their views at its next regular meeting or not later than 20 working days

following receipt of said grievance. The Board shall render its decision, in writing, within 10 calendar days following the close of the hearing. The decision of the Board shall be final.

Nothing shall be construed to deny the Board its right to grant the grievance and the remedy sought without holding a hearing.

END OF POLICY

Legal Reference(s):

[OAR 581-024-0245](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).