

**Grievance Procedures Certificated Administrators/  
Supervisory/Confidential Employees**

1. **PURPOSE:** The purpose of this procedure is to secure, at the lowest possible step, equitable solutions to problems which may from time to time arise affecting confidential/supervisory/administrative employees. Both the administration and the employees shall keep these proceedings informal and confidential as may be appropriate at any step of the procedure. This policy covers all supervisory/confidential employees and certified administrators, excluding any employees who are members of a collective bargaining unit.
  
2. **DEFINITIONS**
  - Grievance - A complaint by an employee or group of employees of an alleged violation, misinterpretation or inequitable application of a portion of this agreement. In addition, any health and safety concerns may be processed through this grievance procedure.
  
  - Immediate Supervisor - The person who has direct administrative or supervisory responsibilities for the aggrieved and the authority to resolve the issue.
  
  - Time - Any and all time limits specified in the grievance procedure may be waived by mutual agreement of the parties. Failure by the employee to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. Failure by the District to submit a reply within the specified time limits shall permit the aggrieved to proceed to the next level. For purposes of this article, "days" shall mean Monday through Friday, normal district business days.
  
  - Representative - The person or persons who may speak for and/or advise the grievant at any time during the course of the grievance procedure.
  
  - Job Titles -

High School Principal	Special Programs Coordinator
Middle School Principal	Activities/Athletic Director
Grade School Principal	Maintenance Supervisor
High School Asst. Principal	Business Manager/Deputy Clerk
Middle School Asst. Principal	Administrative Secretary
Payroll/Grant & Projects Clerk	Accounts Payable & Receivable Clerk
Receptionist/Personnel Clerk	Other as approved by the Board

### 3. STEPS OF THE GRIEVANCE PROCEDURE

#### Step One - Informal/Supervisor

The Grievant shall discuss the grievance with his/her immediate supervisor within fifteen (15) days from the occurrence or the employee's first knowledge. The supervisor shall respond to the grievance as quickly as reasonable, but no later than ten (10) days after the grievance is first discussed.

#### Step Two - Formal/Supervisor

If the grievance remains unresolved, the grievant shall submit the grievance set forth in Step Two in writing to the Supervisor within ten (10) days of the receipt of supervisor's reply. The written grievance shall include: (a) a clear statement of the grievance and related facts, (b) specific identification of the specific portion of the agreement allegedly violated, (c) a clear statement of the specific remedy sought. The supervisor shall respond to the grievant in writing within ten (10) days of the receipt of the grievance.

#### Step Three - Superintendent

If the grievance remains unresolved, the grievant shall submit the grievance set forth in Step Two in writing to the Superintendent within ten (10) days of the receipt of the supervisor's written decision. The superintendent or his/her designee shall meet with the employee's immediate supervisor and the employee within ten (10) days after receipt of the grievance by the Superintendent.

After the meeting and a review of the correspondence and relevant facts, the superintendent or designee shall respond to the grievance in writing within ten (10) days of the Superintendent's decision. In most cases, the Personnel Committee will render a final decision, but may choose to submit the issue for a hearing with the full Board.

END OF POLICY

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**Legal Reference(s):**