

## **Grievance Procedure (Staff)** **(9-3-08)**

### Introduction

HCCPS is a community based on consensus. In that spirit we embrace the importance of open dialogue and communication among the community. Therefore, we strongly support dialogue as the first, and necessary step to our school grievance procedure. If a face-to-face dialogue does not resolve the conflict, then the following process shall be used. HCCPS students and/or parents may not use this process to resolve their grievances.

### A. Definition

A “grievance” is a claim based upon an event or condition which affects the welfare and/or conditions of employment of a staff member or group of staff members and/or the interpretation, meaning, or application of any of the provisions of this Staff Handbook or any subsequent amendment. A “grievant” is defined as an employee or employees submitting the grievance.

### B. Time Limits

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of staff members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing in this grievance procedure will preclude the parties from resolving issues informally, provided said informal resolution does not violate the terms of this Staff Handbook.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process.

A “grievance” shall be deemed to have been waived, and shall not be further processed under this grievance process if it has not been presented or pursued within those time limits herein set forth. The time limits specified may be extended by a mutual agreement in writing.

### D. Levels/Procedure

#### Level One

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A staff member with a grievance will present it, in writing, to his/her Domain Coordinator within fifteen (15) school days of the time the staff member knew or should have known of the act or condition on which the grievance is based.

Within ten (10) school days of receipt of the grievance, the Domain Coordinator will meet with the grievant. Within five (5) school days of the meeting, the Domain Coordinator will render a written response.

## Level Two

If the grievance is not resolved to the satisfaction of the grievant within five (5) school days of the meeting at Level One, or if no response has been made within said time period, the grievant may present the grievance in writing to the Administrative Coordinator within ten (10) school days of the Level One response, or the response due date, whichever is earlier.

Within ten (10) school days of receipt of the grievance, the Administrative Coordinator will meet with the grievant. Within five (5) school days of the meeting, the Administrative Coordinator will render a written response.

## Level Three

If the grievance is not resolved to the satisfaction of the grievant within ten (10) school days of the meeting at Level Two, or if no response has been made within said time period, the grievance may be presented in writing to the Board of Trustees within ten (10) school days of the Level Two response, or the response due date, whichever is earlier.

The Board of Trustees will schedule a hearing of the grievance at its next regularly scheduled meeting. The Board of Trustees will render its response, in writing, within ten (10) school days next following the meeting at Level Three. The Board of Trustees' decision is final and binding, and is not subject to arbitration.